



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

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

Tuesday, October 07, 2025

6:00 PM CST

Council Chambers, City Hall
and via teleconference, if necessary

Call to Order.

Invocation

Pledge of Allegiance

Roll Call

Confirm or Adjust Agenda Order

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, October 21, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. The 13th Annual Blessing of the Classics will be Wednesday, October 8th from 1 p.m. - 7 p.m. at City Hall. Cruisers, live music and food on the Town Green. Cruisers' parade to the blessing circle will be from 4 p.m. - 5 p.m.
- c. Covington Civil and Environmental - Bank Stabilization Project

City Manager's Report.

Public Comments on Agenda Items.

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve September 16, 2025 Regular Meeting Minutes.

Tabled Matters:

2. **2025-209:** Motion to approve the Planning Commission recommendation to deny an addition (covered patio) within 0' of the rear yard setback. The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.

Ordinances:

Resolutions:

3. **2025-243:** Motion to adopt Resolution 2025-049 thereby acquiring by donation, grant or conveyance, certain real property located within the city from GEM City Properties, LLC for right-of-way and sidewalk.

4. **2025-244:** Motion to adopt Resolution 2025-050 thereby acquiring by donation, grant or conveyance, certain real property located within the city from Rouse Land Company, LLC for right-of-way and sidewalk.
5. **2025-254:** Motion to adopt Resolution 2025-051 thereby authorizing the City Manager to permit the use of city-owned barricades or similar devices on private property to aid in traffic control and for other related purposes.

Consent Agenda:

6. **2025-234:** Motion to approve the Municipal Compliance Questionnaire for Fiscal Year 2025.
7. **2025-235:** Motion to accept substantial completion of the Kome Drive and Kalipekona Pond Drainage Project as of August 18, 2025.
8. **2025-236:** Motion to approve payment to Chiniche Engineering & Surveying in the amount of \$1,131.25 for Pond 6 Improvements, in the amount of \$8,324.00 for Jourdan River Boardwalk, and in the amount of \$7,610.50 for Canal Dredging Rebid.
9. **2025-237:** Motion to approve Work Assignment under the Master Service Agreement with Machado Patano, PLLC, in the amount not to exceed \$5,000.00 for the Diamondhead Town Green.
10. **2025-238:** Motion to approve and accept the Federal Emergency Management Agency statement of assurances terms and conditions for property acquisition projects and to authorize the City Manager to execute same.
11. **2025-239:** Motion to approve payments to Covington Civil & Environmental, LLC in the amount of \$19,915.00 for Diamondhead Paving 2025, in the amount of \$21,250.00 for Kome Dr and Fairway Dr Drainage Project, in the amount of \$32,500.00 for Bank Stabilization Project, in the amount of \$905.95 for Site Development Plan, in the amount of \$1,035.00 for On Call Survey Services, in the amount of \$1,645.65 for Annual Unit Price Contract, in the amount of \$13,440.00 for West Aloha Roadway Improvements Project and in the amount of \$6,020.00 for East Aloha Phase II Sidewalks.
12. **2025-240:** Motion to approve Pay Application 7 in the amount of \$164,296.05 to JLB Contractors, LLC., for the Kome Drive and Kalipekona Pond Drainage Project.
13. **2025-241:** Motion to approve Work Assignment under the Master Service Agreement with Covington Civil and Environmental, LLC in the amount not to exceed \$142,000.00 for Diamondhead Paving 2026.
14. **2025-242:** Motion to approve to advertise for bids for the Shepherd Square Dog Park.
15. **2025-246:** Motion to approve Pay Application 2 in the amount of \$130,940.10 to SCI, LLC., for the Coon Branch Drainage Improvements - Phase I.
16. **2025-247:** Motion to declare surplus equipment and proceed with proper disposal.
17. **2025-248:** Motion to approve Budget Adjustment 2026-001.
18. **2025-249:** Motion to accept and award the low bid received from Taylor Power Systems in the amount of \$41,313.00 for a 125kW standby generator and to award to Energy Systems Southeast, LLC (ESEE, LLC) in the total low bid amount of \$88,221.00 for the purchase of one (1) 45kW trailer-mounted generator (\$74,605.50) and an alternate integrated light tower (\$13,615.50.)
19. **2005-250:** Motion to enter into Interlocal Agreement with Hancock County for the transfer of surplus reinforced concrete pipe.

Action Agenda.

- 20.** **2025-245:** Motion to approve a text amendment to remove the 10 feet setback from the primary residence requirement for accessory structures. The case file number is 202500573.
- 21.** **2025-251:** Motion to approve a Text Amendment to add additional requirements for Camper/Boat/RV Storage in C-1, C-2, PFR, and ADWF Districts.
- 22.** **2025-252:** Motion to concur with the Planning Commission recommendation to approve a Text Amendment to Article 9 – Administration, 9.7 Conditional Use Procedure. The proposed text amendment is to consolidate the timeframe for approval. The case file number is 202500574.
- 23.** **2025-253:** Motion to discuss and consider possible action regarding the regulation and/or sale of kratom within the City of Diamondhead.

Routine Agenda.**Claims Payable**

- 24.** Motion to approve Docket of Claims (DKT233171 - DKT233222) in the amount of \$682,975.99.

Department Reports**Public Comments on Non-Agenda Items.****Council Closing Comments****Executive Session - If Necessary****Adjourn/Recess.**

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



MINUTES
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, September 16, 2025
6:00 PM CST
Council Chambers, City Hall

Call to Order.

Invocation - Mayor Liese

Pledge of Allegiance

Roll Call

PRESENT

Mayor Anna Liese

Ward 1 Shane Finley

Ward 2 Ricky Sheppard

Ward 3 Jessie Harwood

Ward 4 Austin Clark

ABSENT

Councilmember-At-Large Gerard Maher

Confirm or Adjust Agenda Order

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to adjust the agenda as follows:

Take off the table and remove from the agenda-

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

Remove from the agenda-

2025-229: Motion to adopt Resolution 2025-048 to adjudicate that the property located at 73643 Diamondhead Dr. N, Diamondhead, Mississippi is in a state of uncleanness and a menace to the public health, safety and welfare of the citizenry, that the City Clerk is hereby authorized to advertise for bids, obtain quotes or utilize city resources to bring property into compliance with city ordinances and for other related purposes. The Parcel No. 068R-3-42-185.000 and the property owner is Amanda P. Traxler.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, October 7, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. Annual Paddle Paradise Event will be held Saturday, September 27th at the south side kayak launch. Participants may register in advance on the City's website or on-site registration beginning at 8:00 a.m. the morning of the event.

- c. Jason Chiniche, Chiniche Engineering & Surveying - Pelican Cove Presentation.
- d. Proclamation - Constitution Week

City Manager's Report.

CITY MANAGER REPORT

September 16, 2025

1. MDOT Projects – The contractor is working on the final striping of the roadway. Signage will be installed in the next three weeks. MDOT has decided on some additional work before the project is closed. The multimodal path is currently not available as MDOT has not turned it over for use.
2. Coon Branch – The project is 180 days with a current end date of December 13th. They have completed the work around the outfall areas and have started clearing between the residents' homes. Once they are done, they will start installing the drainage culverts and inlets. The project is currently on schedule.
3. Canal Dredging – I am asking the council to reject all bids received and permission to readvertise this project with an expected award date of November.
4. Jourdan River Boardwalk – MDEQ is reviewing the updated plans and specifications. We have a scheduled meeting for tomorrow to discuss and get an update from MDEQ.
5. Montjoy Creek – We are still waiting on USACE to respond to the updated plans. I am hopeful that they will issue the permit this month.
6. Hazard Mitigation Grant Program – I have submitted the request to MEMA for the scope change to the generator grant. Once we receive this approval from FEMA, we can move forward. I have an appraiser working on the property acquisition project. As soon as I have the updated appraisals, I will submit them to MEMA.
7. Bank Stabilization – The engineers have provided preliminary design drawings for Phase I. They will be at the next council meeting (October 7th) to present their design.
8. Pelican Cove Drainage Project – The engineer presented the design at this meeting.
9. Rotten Bayou Nature Trail – The engineer is currently surveying the trail to create the legal description. We will need to get a lease from the Secretary of State and Purcell.
10. Fitness Park – All parties have signed the agreement. Public Works will prepare the land for the fitness equipment. Public Works will install the equipment once it is received.
11. Dog Park – **No update on this meeting.** Public Works is currently working on rerouting the ditch according to the engineer's design. They are also completing the clearing of the dog park area.

Public Comments on Agenda Items - None

Council Comments.

Policy Agenda.

Minutes:

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

Motion made by Ward 1 Finley, Seconded by Ward 2 Sheppard to approve September 2, 2025 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

3. **2025-221:** Motion to adopt Resolution 2025-044 thereby establishing salaries and rates effective October 6, 2025 for Fiscal Year 2026.

Motion made by Ward 3 Harwood, Seconded by Ward 2 Sheppard to adopt Resolution 2025-044 thereby establishing salaries and rates effective October 6, 2025 for Fiscal Year 2026.

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

MOTION CARRIED UNANIMOUSLY

4. **2025-223:** Motion to adopt Resolution 2025-045 thereby declaring intent to increase solid waste fees from \$186.00 to \$210.00 annually effective January 1, 2026 and authorize the public notice of same.

Motion made by Mayor Liese, Seconded by Ward 4 Clark to adopt Resolution 2025-045 thereby declaring intent to increase solid waste fees from \$186.00 to \$210.00 annually effective January 1, 2026 and authorize the public notice of same.

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

MOTION CARRIED UNANIMOUSLY

5. **2025-224:** Motion to adopt Resolution 2025-047 thereby extending the Police Service Interlocal with Hancock County through September 30, 2027

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to adopt Resolution 2025-047 thereby extending the Police Service Interlocal with Hancock County through September 30, 2027.

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

MOTION CARRIED UNANIMOUSLY

6. **2025-226:** Motion to adopt Resolution 2025-046 reappoint Mark Beisecker to the Diamondhead Water & Sewer District Board of Commissioners for a term of five (5) years expiring September 28, 2030.

Motion made by Ward 4 Clark, Seconded by Ward 3 Harwood to adopt Resolution 2025-046 reappoint Mark Beisecker to the Diamondhead Water & Sewer District Board of Commissioners for a term of five (5) years expiring September 28, 2030.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

Motion made by Ward 2 Sheppard, Seconded by Ward 4 Clark to approve the following consent items:

8. **2025-222:** Motion to approve payment to Covington Civil & Environmental, LLC in the amount of \$4,029.85 for Annual Unit Price Contract.
9. **2025-225:** Motion to accept substantial completion of the Diamondhead Paving 2025 as of August 28, 2025.

10. **2025-228:** Motion to enter into an agreement with Pearl River Community College to participate in the Twin Districts Workforce Development Area Internship Program.
11. **2025-230:** Motion to enter into Complete Care 2.0 agreement with AGJ Systems Complete for managed IT Services beginning October 1, 2025 for term of four (4) years at the rate of \$2,945.80 per month.
12. **2025-232:** Motion to reject the bids for Canal Dredging Re-Bid Project.
13. **2025-233:** Motion to advertise for bids for the Canal Dredging Project.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

14. **2025-227** Motion to request Planning & Zoning Commission review the Golf Cart Ordinance to consider amendments to require annual inspections of golf carts and assessing annual fees and to amend the permitted areas for golf cart travel and update the map to reflect same. (Clark)

Motion made by Ward 4 Clark, Seconded by Mayor Liese to request Planning & Zoning Commission review the Golf Cart Ordinance to consider amendments to require annual inspections of golf carts and assessing annual fees and to amend the permitted areas for golf cart travel and update the map to reflect same.

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

MOTION CARRIED UNANIMOUSLY

15. **2025-231:** Motion to declare intent to enter into Library Services contract with The Hancock County Library, The City of Bay St Louis, The City of Waveland and Hancock County and authorize the mayor to execute the contract upon approval all related parties.

Motion made by Mayor Liese, Seconded by Ward 1 Finley to declare intent to enter into Library Services contract with The Hancock County Library, The City of Bay St Louis, The City of Waveland and Hancock County and authorize the mayor to execute the contract upon approval all related parties.

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

16. Motion to approve Docket of Claims (DKT233133- DKT233168) in the amount of \$229,509.31.

Motion made by Ward 1 Finley, Seconded by Ward 2 Sheppard to approve Docket of Claims (DKT233133- DKT233168) in the amount of \$229,509.31.

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

MOTION CARRIED UNANIMOUSLY

17. Motion to approve Payroll Payables Claims PRCLAIM000247 in the amount of \$30,335.39, PRCLAIM000248 in the amount of \$29,371.26, PRCLAIM000249 in the amount of \$3,028.37,

PRCLAIM000250 in the amount of \$28,758.21, DKT233088 in the amount of \$90.72, DKT233122 in the amount of \$90.72 and DKT233123-DKT233132 in the amount of \$45,033.02.

Motion made by Ward 3 Harwood, Seconded by Ward 2 Sheppard to approve Payroll Payables Claims PRCLAIM000247 in the amount of \$30,335.39, PRCLAIM000248 in the amount of \$29,371.26, PRCLAIM000249 in the amount of \$3,028.37, PRCLAIM000250 in the amount of \$28,758.21, DKT233088 in the amount of \$90.72, DKT233122 in the amount of \$90.72 and DKT233123-DKT233132 in the amount of \$45,033.02.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 2 Sheppard, Seconded by Ward 3 Harwood to approve the following department reports:

- a. Police
- Court
- Code Enforcement
- Building
- b. August 2025 Financials

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items - William Adcock - Building Permits

Council Closing Comments

Adjourn/Recess.

At 6:46 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, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

MOTION CARRIED UNANIMOUSLY

Anna Liese
Mayor

Jeannie Klein
City Clerk



TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: August 29, 2025

SUBJECT: 3 Whispering Branch Way Rear Yard Setback Variance

- 0' RYSB variance requested for addition.
- Advised by Staff to get a survey and submit permit before construction.
- Constructed without permit or survey.
- 7" encroachment on Oaks POA common property.

The Planning & Zoning Commission voted unanimously to recommend denying the variance.



5000 Diamondhead Circle · Diamondhead, MS 39525
 Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

STAFF REPORT TO PLANNING COMMISSION

DATE: August 26, 2025

NATURE OF REQUEST: Reid A. Parker has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow an addition (covered patio) within 0' of the rear yard setback. The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.

DATE OF PUBLIC HEARING BEFORE PLANNING COMMISSION: August 26, 2025

RECOMMENDATION TO PLANNING COMMISSION: To **deny** the variance as petitioned.

The staff recommends denying the variance based on the following findings of fact.

- A. That special conditions and circumstances *do* exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district.
- B. That literal interpretation of the provisions of this title *would not* deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title.
- C. That special conditions and circumstances, if any, *do* result from the actions of the applicant. *Applicant was aware of variance requirement before building.*
- D. That granting the variance requested *will* confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the same zoning district.
- E. The variance, if authorized, *will not* represent the minimum variance that will afford relief and *will not* represent the least modification possible of the regulation in issue.
- F. The Variance *does* observe the spirit of the Ordinance and *will not* change the character of the district (area).
- G. The Variance *will* observe the spirit of the Comprehensive Plan.
- H. That the Variance requested *will not* result in any change in use or density of the subject property.





5000 Diamondhead Circle
Diamondhead, MS 39525
Ph: 228-222-4626
FX: 228-222-4390

APPLICATION FOR VARIANCE REQUEST 202500448

Case Number: 25B012

Date 7/18/25

Applicant: REID A. PARKER

Applicant's Address: 3 WHISPERING BRANCH WAY

Applicant's Email Address: REIDAPARKER618@GMAIL.COM

Applicant's Contact Number: (Home) — (Work) — (Cell) 228 547-4482

Property Owner: REID A. PARKER

Owner's Mailing Address: 3 WHISPERING BRANCH WAY

Owner's Email Address REID A PARKER 618 @ GMAIL . COM

Owner's Contact Number: (Home) — (Work) — (Cell) 228 547-4482

Tax Roll Parcel Number: 132A-3-03-028.000

Physical Street Address: 3 WHISPERING BRANCH

Legal Description of Property: LOT 3, BLOCK 10 THE OAKS PH II

Zoning District: R-3

State Purpose of Variance: (Front/Side/Rear/Lot Size/Parking/Building/Coverage)
(Signage-Size-Height) SIDE YARD PATIO EXTENSION WITH COVER
AND CONCRETE DECK, SIZE 12'X44' WITH SCREENS.

STATEMENT OF UNDERSTANDING

As the applicant or owner/s for the requested Variance in the City of Diamondhead, I (we) understand the following:

The application fee of \$100.00 must be paid prior to the acceptance of the application. Further, that if the application is withdrawn for any reason that the application fee is forfeited to the City of Diamondhead.

As the applicant or owner/s, I (we), or the designed representative, must be present at the public hearing.

That all information provided with this application is true and correct to the best of my knowledge.

That this application represents only property owned by me (us) and that any other adjoining property owners must apply for a Variance on his own behalf.

That all required attachments have been provided to the City of Diamondhead.

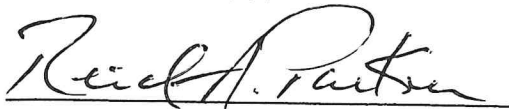
That additional information may be required by the Planning Commission prior to final disposition.

The City Council will not accept new case evidence once the recommendation has been made by the Planning Commission. If new evidence needs to be presented, the applicant will need to request that the matter be referred back to the Planning Commission for review.

The Public Hearing will be held on AUGUST 26 at 6 p.m. in the Council Chambers of the Diamondhead City Hall.

If a continuance of the hearing is necessary at my (our) request, the request must be made to the Zoning Official a minimum of seven (7) days prior to the hearing. If such request is not made in writing, I understand that a new application must be filed and an application fee paid to the City.

If the application is denied by the City Council, a new application for the subject property may not be submitted for one (1) year from the date of denial.



Signature of Applicant



Signature of Property Owner

_____ For Official Use Only _____

- ☒ \$100.00
- ☒ Copy of Deed, Lease or Contract
- ☒ Site Plan
- ☐ Parking Spaces N/A
- ☐ List of Property Owner N/A

- ☒ Application Signed
- ☒ Written Project Description N/A
- ☐ Drainage Plan NA ☒
- ☐ Notarized Statement NA ☒

REQUIRED ITEM AProperty Owner Reid A. ParkerStreet Address 3 WHISPERING BRANCH, DIAMONDHEAD MS.

Statement Describing Variance Request

Request Variance from the 20' set back
requirement in the rear of property
39525

The reasons why it complies with the criteria for variances:

1. DO THE SPECIAL CONDITIONS AND/OR CIRCUMSTANCES EXIST WHICH AFFECT ONLY THE LAND OR STRUCTURE IN QUESTION AND NO OTHER SURROUNDING OR SIMILAR PROPERTIES?

Response: yes,

2. WOULD LITERAL INTERPRETATION OF THE ZONING ORDINANCE DEPRIVE THE OWNER/APPLICANT OF RIGHTS COMMONLY ENJOYED BY OTHER PROPERTIES IN THE SAME ZONING DISTRICT?

Response: yes

3. ARE THE SPECIAL CONDITIONS OR CIRCUMSTANCES NOT CAUSED BY THE OWNER/APPLICANT?

Response: yes, caused by original placement
of the home on the lot (1978)

4. WOULD THE REQUESTED VARIANCE NOT GIVE THE OWNER/APPLICANT ANY SPECIAL PRIVILEGES OR RIGHTS NOT SHARED BY OWNERS OF SIMILAR PROPERTIES?

Response: yes, no restrictions would apply
to any other owners in the
entire neighborhood

**CORPORATE RESOLUTION
THE OAKS PROPERTY OWNERS ASSOCIATION, INC.**

THAT WHEREAS, The Oaks Property Owners Association, Inc. is the legal and rightful owner of "All that certain real property as described on that certain plat o the Oaks, Phase I, Diamondhead, as recorded in Plat Book No. 5, at Pages 15-16, of the Records in the Office of the Chancery Clerk of Hancock County, Mississippi" which now, after the sale of 100 lots, specifically means and includes all the common areas located within, and,

WHEREAS, the 2025 Board of Directors of The Oaks Property Owners Association, Inc. were duly elected by the home owners of The Oaks and in that regard the Board of Directors have been provided the right to exercise all the powers usually appertaining to each of the offices of the respective Board Member, and further, the By-Laws provide additional powers and duties as the Board of Directors may, from time to time, determine, and

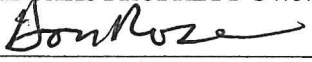
WHEREAS, The Oaks property owners, Reid and Regina Parker, of 3 Whispering Branch, Diamondhead, Mississippi and have requested a variance of the normal five (5) foot setback from The Oaks Common Area property line to accommodate an honest and unfortunate mistake of measurement wherein a newly constructed screened patio addition to said 3 Whispering Branch house is seven (7) inches inside that five (5) foot setback and to demolish and reconstruct the patio or even part of the patio that is within the setback would be costly considering the monies spent do date on said construction.

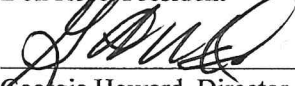
THEREFORE, BE IT RESOLVED by the Board of Directors that a seven (7) inch variance of the five (5) foot setback be given and/or granted unto Reid and Regina Parker, as there will be no other construction on The Oaks Common Area immediately in and around the Reid and Regina Parker residence.

This resolution was adopted unanimously by the Board of Directors and shall become effective on the date of the passage of this Resolution.

IN WITNESS WHEREOF, it is hereby certified by the undersigned that the foregoing resolution was duly passed by the Members of The Oaks Board of Directors on the 13th day of May 2025.

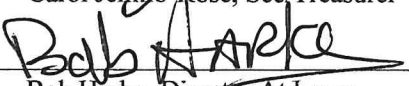
THE OAKS PROPRETY OWNERS ASSOCIATION, INC.


Don Rose, President


Georgia Howard, Director At Large


Barbara Manix


Carol Jemilo-Rose, Sec/Treasurer


Bob Harko, Director At Large

DIAMONDHEAD WATER & SEWER DISTRICT

REQUEST FOR AN ABANDONMENT OF EASEMENT

DATE: 6/19/25PROPERTY OWNER OR OWNERS: Reid ParkerPHONE NUMBER: 228-547-4482

EMAIL ADDRESS: _____

DESIRE TO HAVE UTILITY EASEMENT ABANDONED BETWEEN:

PROPERTY DESCRIPTION: PHASE 2 UNIT _____ BLOCK 10 LOT 3

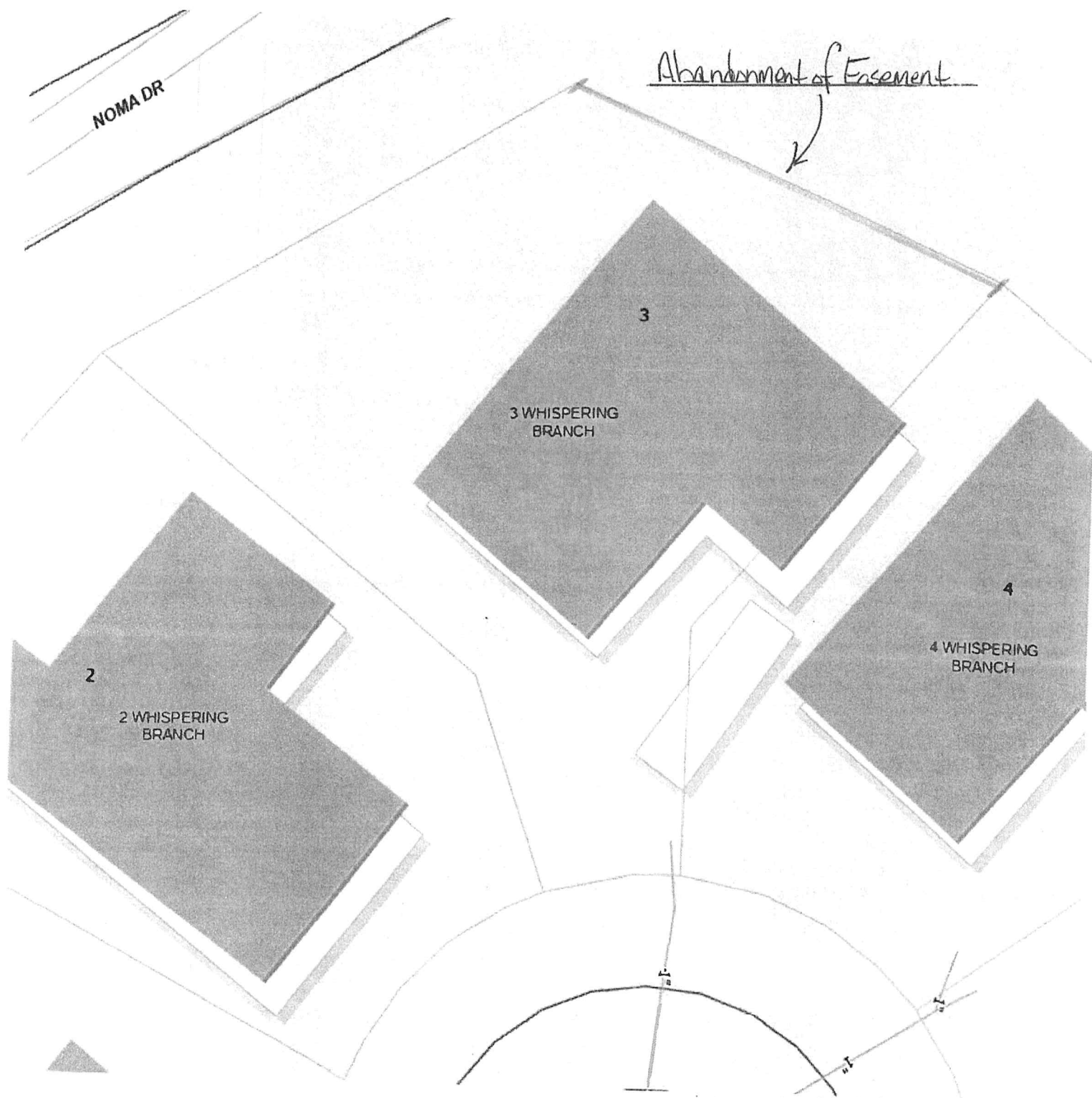
PHASE _____ UNIT _____ BLOCK _____ LOT _____

PHASE _____ UNIT _____ BLOCK _____ LOT _____

PROPERTY ADDRESS: 3 Whispering BranchCUSTOMER SIGNATURE: Reid A. Parker

OFFICE USE ONLY:

DATE APPROVED: 6/19/25APPROVED BY: [Signature]ABANDONMENT FEE: \$50.00 Pd CK# 3442APPROVED BY BOARD: Motion 9.1.0 7/10/25 [Signature]EMAILED COPY: (SIGN/DATE) [Signature] 7/11/25



APPROVED
JUN 19 2025
BY: *[Signature]*

August 8, 2025 at 10:44 AM
1 Whispering Branch Way
Diamondhead MS 39525





5000 Diamondhead Circle •
Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390

TO: Reid A. Parker and adjacent property owners

FROM: J. Pat Rich, Development Coordinator

A handwritten signature in black ink, appearing to read "J. Pat Rich", is written over the printed name.

DATE: August 5, 2025

SUBJECT: Variance request before the Planning & Zoning Commission

Reid A. Parker has filed an application requesting a variance from the Zoning Ordinance (Article 4.19) to allow an addition (covered patio) within 0' of the rear yard setback. The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.

In accordance with the Comprehensive Zoning Ordinance Article 2.6.4, the Planning Commission may recommend to the Mayor and City Council a variance be granted as the variance was applied for or in a modified form or subject to conditions or the application may be denied. A variance may be revocable, may be granted for a limited period, or may be granted subject to conditions as the Planning Commission or Mayor and City Council may prescribe.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, August 26, 2025, at 6:00 p.m.** The public hearing will be held at Diamondhead City Hall in the Council Chambers at 5000 Diamondhead Circle in Diamondhead, MS 39525. Interested members of the public are invited to attend. This meeting will also be live streamed for your convenience.

If you have any questions or comments or would like to review the application, you may contact J. Pat Rich, Development Coordinator, at 228-242-1613 or prich@diamondhead.ms.gov.

NOTICE OF PUBLIC HEARING

PLANNING AND ZONING COMMISSION

DIAMONDHEAD, MS

Reid A. Parker has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow an addition (covered patio) within 0' of the rear yard setback.

The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.

In accordance with the Comprehensive Zoning Ordinance Article 9.8, the Planning Commission may recommend to the Mayor and City Council a variance be granted as the variance was applied for or in a modified form or subject to conditions or the application may be denied. A variance may be revocable, may be granted for a limited period, or may be granted subject to conditions as the Planning Commission or Mayor and City Council may prescribe.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, August 26, 2025, at 6:00 p.m.** The public hearing will be held at Diamondhead City Hall in the Council Chambers at 5000 Diamondhead Circle in Diamondhead, MS 39525. Interested members of the public are invited to attend. This meeting will also be live streamed for your convenience.

If you have any questions or comments or would like to review the application, you may contact J. Pat Rich, Development Coordinator, at prich@diamondhead.ms.gov or 228-242-1613.

**NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
DIAMONDHEAD, MS**

Reid A. Parker has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow an addition (covered patio) within 0' of the rear yard setback.

The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.

In accordance with the Comprehensive Zoning Ordinance Article 9.8, the Planning Commission may recommend to the Mayor and City Council a variance be granted as the variance was applied for or in a modified form or subject to conditions or the application may be denied. A variance may be revocable, may be granted for a limited period, or may be granted subject to conditions as the Planning Commission or Mayor and City Council may prescribe.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, August 26, 2025, at 6:00 p.m.** The public hearing will be held at Diamondhead City Hall in the Council Chambers at 5000 Diamondhead Circle in Diamondhead, MS 39525. Interested members of the public are invited to attend. This meeting will also be live streamed for your convenience.

If you have any questions or comments or would like to review the application, you may contact J. Pat Rich, Development Coordinator, at prich@diamondhead.ms.gov or 228-242-1613.

RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL (THE "GOVERNING BODY") OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE "CITY"), TO ACQUIRE, BY DONATION, GRANT OR CONVEYANCE, CERTAIN REAL PROPERTY LOCATED WITHIN THE CITY FROM GEM CITY PROPERTIES, LLC FOR RIGHT-OF-WAY AND SIDEWALK.

WHEREAS, the Mayor and City Council (the "Governing Body") of the City of Diamondhead, Mississippi (the "City"), acting for and on behalf of the City, hereby finds and determines as follows:

1. The City was in need of acquiring certain real properties for roadway and sidewalk improvement purposes that were owned by private property owners, has previously accepted certain properties and, is in need of acquiring certain additional land.
2. The City is authorized to acquire and convey real property pursuant to Miss. Code Ann. §21-17-1.
3. Gem City Properties, LLC has expressed a willingness to donate, grant or convey the property legally described in a survey attached hereto as Exhibit "A" to this resolution.
4. The City is willing to accept the donation, grant or conveyance of the aforementioned property for roadway and sidewalk improvement purposes from Gem City Properties, LLC.

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

SECTION 1. That the Governing Body of the City will accept the donation, grant or conveyance of the aforementioned property from Gem City Properties, LLC.

SECTION 2. That the Governing Body of the City does hereby authorize the City Attorney to prepare any and all documentation related to the acquisition and conveyance of the aforementioned properties, for the City Manager to execute any necessary documentation to effectuate the acquisition and conveyance of the subject properties and, for the City to execute the Dedication Deeds on behalf of the City attached collectively hereto as Exhibit "B."

The above and foregoing resolution, after having been first reduced to writing, was introduced by Councilmember _____, seconded by Councilmember _____ and the question being put to a roll call vote, the result was as follows:

Resolution 2025-049

Agenda 2025-243

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

The motion having received the affirmative vote of a majority of all of the members of the Governing Body, the Mayor declared the motion carried and the resolution adopted, this the _____ day of _____, 2025.

MAYOR

ATTEST:

CITY CLERK

(SEAL)

PREPARED BY & RETURN TO:
DEREK R. CUSICK (MS BAR#10653)
LAW OFFICES OF DEREK R. CUSICK, PLLC
2216 17th STREET
POST OFFICE BOX 4008
GULFPORT, MS 39502
(228) 206-3819

INDEXING INSTRUCTIONS:

SW CORNER LOT 22, BLOCK 13,
UNIT 1, PHASE 1, DIAMONDHEAD
SUBDIVISION, DIAMONDHEAD,
HANCOCK COUNTY, MISSISSIPPI

GRANTOR'S ADDRESS
GEM CITY PROPERTIES, LLC
4405 ALOHA DRIVE
DIAMONDHEAD, MS 39525
()

GRANTEE'S ADDRESS
CITY OF DIAMONDHEAD, MS
5000 DIAMONDHEAD CIRCLE
DIAMONDHEAD MS 39525
(228) 222-4626

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

DEED OF DEDICATION

This DEED OF DEDICATION ("Deed") is made this ____ day of _____, 2025, by and between GEM CITY PROPERTIES, LLC (Gem City) GRANTOR, and THE CITY OF DIAMONDHEAD, a municipality created and existing under the State of Mississippi ("City"), GRANTEE.

****WITNESSETH****

WHEREAS, Gem City wishes to dedicate, grant and convey the following property to the City and be relieved of the cost and responsibilities associated with maintaining same; and

WHEREAS, the City wishes to acquire the property for a public street and sidewalk and assume the cost and responsibilities for maintaining same; and

WHEREAS, on _____, the Diamondhead City Council passed a resolution and order accepting the dedication of the property conveyed herein and agreeing to the terms contained herein, copy of which is attached hereto as Exhibit "B"; and

WHEREAS, on _____, the Members of Gem City Properties, LLC passed a resolution authorizing the dedication of the property herein and agreeing to the terms contained herein, copy of which is attached hereto as Exhibit "C"; and

NOW, THEREFORE, in consideration of the recitals and the mutual benefits, covenants and terms herein contained, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Gem City hereby dedicates, grants, conveys, covenants and agrees as follows:

DEDICATION OF PROPERTY FOR PUBLIC RIGHT OF WAY

For and in consideration of the City accepting the property and maintaining a public street and sidewalk, Gem City, being the sole owner of, and the only party having any interest in same, does hereby dedicate, grant and convey unto the City, its successors and assigns, in fee simple, for the use of the general public as a public street, right-of-way and sidewalk, the property described herein below and improvements thereon and appurtenances thereto. This dedication of the property is made without warranties of any kind.

The City specifically accepts the dedication of the property without warranty and subject to the following conditions:

The conveyance herein is made subject to such valid mineral reservations and/or conveyances, if any, as may have been heretofore made on the property, or filed in the land records of the Office of the Chancery Clerk of Hancock County, Mississippi.

The conveyance herein is made subject to any and all easements located on, over and across the property, or filed in the land records of the Office of the Chancery Clerk of Hancock County, Mississippi.

The conveyance herein is made subject to any and all rights-of-way and/or easements for public utilities in, on and under the property.

Legal Description of the Property (TRACTS #1, #2 and #3):

**PROPERTY DESCRIPTION
GEM CITY PROPERTIES, LLC TRACT 1**

Being a 7 square feet tract of land situated within the John B. Ladner Claim, Section 13, Township 8 South, Range 14 West, Hancock County, Mississippi, and being a portion of that land conveyed to Gem City Properties, LLC, as recorded by Deed Book 2017, Page 9080, Deed Records, Hancock County, Mississippi, as shown on survey by Paul D. Pitts, Jr., dated September 11, 2025, whose basis of bearings is the Mississippi State Plane Coordinate System, East Zone (2301), NAD 83 (2011 Epoch 2010.00), Geoid 18, grid values, using a scale factor of 1.001060285 and a convergence angle of NEG 00 degrees 31 minutes 19.53 seconds as determined specifically for this project using GPS methods from a base station located at N300,836.3650, E828,874.6120 obtained from a USM Network, and being more particularly described as follows:

Commencing at a 1/2 inch iron rod found for the most southwesterly corner of Lot 22, Block 13, Unit 1, Phase 1, Diamondhead Subdivision, as per Plat recorded in Plat Book 4, Page 1, Plat Records, Hancock County, Mississippi, having Mississippi State Plane coordinates of N319,946.21, E813,114.16;

Thence, South 00 degrees 08 minutes 17 seconds West a distance of 312.85 feet, to a point for corner;

Thence, South 52 degrees 49 minutes 24 seconds East a distance of 404.75 feet, to a point on the east right of way line of Kalani Drive, being the southwesterly corner of the Diamondhead Fire Station;

Thence, South 64 degrees 10 minutes 40 seconds East a distance 188.00 feet, to a 1/2 inch iron rod found for corner;

Thence, South 25 degrees 47 minutes 02 seconds West a distance 390.55 feet, to a point for corner;

Thence, South 58 degrees 27 minutes 32 seconds East a distance of 50.27 feet, to the west line of the aforementioned Gem City Properties, LLC tract;

Thence, South 58 degrees 21 minutes 42 seconds East a distance of 0.63 feet, to the Point of Beginning of the herein described tract, having Mississippi State Plane coordinates of N318,928.60, E813,478.62;

Thence, South 58 degrees 27 minutes 45 seconds East a distance of 79.61 feet, to a 1/2 inch iron rod set for corner;

Thence, South 57 degrees 54 minutes 44 seconds East a distance of 17.86 feet, to a 1/2 inch iron rod set for corner;

Thence, North 58 degrees 21 minutes 42 seconds West a distance of 97.47 feet, to the Point of Beginning and containing 7 square feet of land.

(A plat of even survey date herewith accompanies this description.)

The undersigned, Professional Licensed Surveyor, hereby certifies that the foregoing description and accompanying survey was made on the ground under my direct supervision and meets or exceeds the requirements of the Standards of Practice for Surveyors in Mississippi as adopted by the Mississippi Board of Licensure for Professional Engineers and Surveyors.

Paul D. Pitts, Jr.
Paul D. Pitts, Jr.
MS PLS No. 3069



Page 1 of 2

**PROPERTY DESCRIPTION
GEM CITY PROPERTIES, LLC TRACT 2**

Being a 7 square feet tract of land situated within the John B. Ladner Claim, Section 13, Township 8 South, Range 14 West, Hancock County, Mississippi, and being a portion of that land conveyed to Gem City Properties, LLC, as recorded by Deed Book 2017, Page 9080, Deed Records, Hancock County, Mississippi, as shown on survey by Paul D. Pitts, Jr., dated September 11, 2025, whose basis of bearings is the Mississippi State Plane Coordinate System, East Zone (2301), NAD 83 (2011 Epoch 2010.00), Geoid 18, grid values, using a scale factor of 1.001060285 and a convergence angle of NEG 00 degrees 31 minutes 19.53 seconds as determined specifically for this project using GPS methods from a base station located at N300,836.3650, E828,874.6120 obtained from a USM Network, and being more particularly described as follows:

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Thence, South 00 degrees 08 minutes 17 seconds West a distance of 312.85 feet, to a point for corner;

Thence, South 52 degrees 49 minutes 24 seconds East a distance of 404.75 feet, to a point on the east right of way line of Kalani Drive, being the southwesterly corner of the Diamondhead Fire Station;

Thence, South 64 degrees 10 minutes 40 seconds East a distance 188.00 feet, to a 1/2 inch iron rod found for corner;

Thence, South 25 degrees 47 minutes 02 seconds West a distance 390.55 feet, to a point for corner;

Thence, South 58 degrees 27 minutes 32 seconds East a distance of 50.27 feet, to the west line of the aforementioned Gem City Properties, LLC tract;

Thence, South 58 degrees 21 minutes 42 seconds East a distance of 0.63 feet, to a 1/2 inch iron rod set for corner;

Thence, South 58 degrees 27 minutes 45 seconds East a distance of 79.61 feet, to a 1/2 inch iron rod set for corner;

Thence, South 57 degrees 54 minutes 44 seconds East a distance of 17.86 feet, to a 1/2 inch iron rod set for corner;

Thence, South 58 degrees 21 minutes 42 seconds East a distance of 30.53 feet, to the Point of Beginning of the herein described tract, having Mississippi State Plane coordinates of N318,861.45, E813,587.60;

Thence, South 59 degrees 34 minutes 33 seconds East a distance of 20.31 feet, to a 1/2 inch iron rod set for the Point of Curvature of a curve to the left, having a central angle of 03 degrees 25 minutes 38 seconds, a radius of 140.00 feet, and a chord of 8.37 feet which bears South 61 degrees 17 minutes 22 seconds East;

Thence, along said curve to the left for an arc length of 8.37 feet, to a 1/2 inch iron rod set for corner;

Page 1 of 3

**PROPERTY DESCRIPTION
GEM CITY PROPERTIES, LLC TRACT 3**

Being a 299 square feet tract of land situated within the John B. Ladner Claim, Section 13, Township 8 South, Range 14 West, Hancock County, Mississippi, and being a portion of that land conveyed to Gem City Properties, LLC, as recorded by Deed Book 2017, Page 9083 and Deed Book 2021, Page 11308, Deed Records, Hancock County, Mississippi, as shown on survey by Paul D. Pitts, Jr., dated September 11, 2025, whose basis of bearings is the Mississippi State Plane Coordinate System, East Zone (2301), NAD 83 (2011 Epoch 2010.00), Geoid 18, grid values, using a scale factor of 1.001060285 and a convergence angle of NEG 00 degrees 31 minutes 19.53 seconds as determined specifically for this project using GPS methods from a base station located at N300,836.3650, E828,874.6120 obtained from a USM Network, and being more particularly described as follows:

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Thence, South 58 degrees 27 minutes 45 seconds East a distance of 79.61 feet, to a 1/2 inch iron rod set for corner;

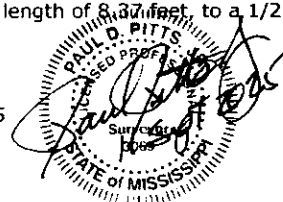
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Thence, along said curve to the left for an arc length of 8.37 feet, to a 1/2 inch iron rod set for corner;

Page 1 of 5



See attached Exhibit "A"-Survey adopted herein by reference.

IT IS FURTHER UNDERSTOOD AND AGREED that this instrument constitutes the entire agreement between Grantor and Grantee, there being no other oral agreements or representations of any kind or nature whatsoever.

EXECUTED, this the ____ day of _____, 2025.

GRANTOR:

GEM CITY PROPERTIES, LLC

BY: _____

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

Personally appeared before me, the undersigned Notary Public, the within named _____, who acknowledged that he is _____ of the GEM CITY PROPERTIES, LLC, and that in said capacity he signed and delivered this instrument on the day and year herein mentioned, after first having been duly authorized to do so.

GIVEN UNDER MY HAND AND SEAL this the ____ day of _____, 2025.

NOTARY PUBLIC

My Commission Expires:

GRANTEE:

CITY OF DIAMONDHEAD, MISSISSIPPI

BY: _____
MAYOR ANNA LIESE

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

Personally appeared before me, the undersigned Notary Public, the within named ANNA LIESE who acknowledged that she is MAYOR of the City of Diamondhead, Mississippi, and that in said representative capacity she signed and delivered this instrument on the day and year herein mentioned, after first having been duly authorized to do so.

GIVEN UNDER MY HAND AND SEAL this the _____ day of _____, 2025.

NOTARY PUBLIC

My Commission Expires:

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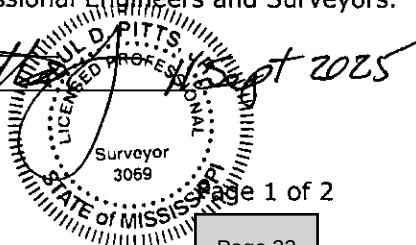
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(A plat of even survey date herewith accompanies this description.)

The undersigned, Professional Licensed Surveyor, hereby certifies that the foregoing description and accompanying survey was made on the ground under my direct supervision and meets or exceeds the requirements of the Standards of Practice for Surveyors in Mississippi as adopted by the Mississippi Board of Licensure for Professional Engineers and Surveyors.

Paul D. Pitts, Jr.
MS PLS No. 3069



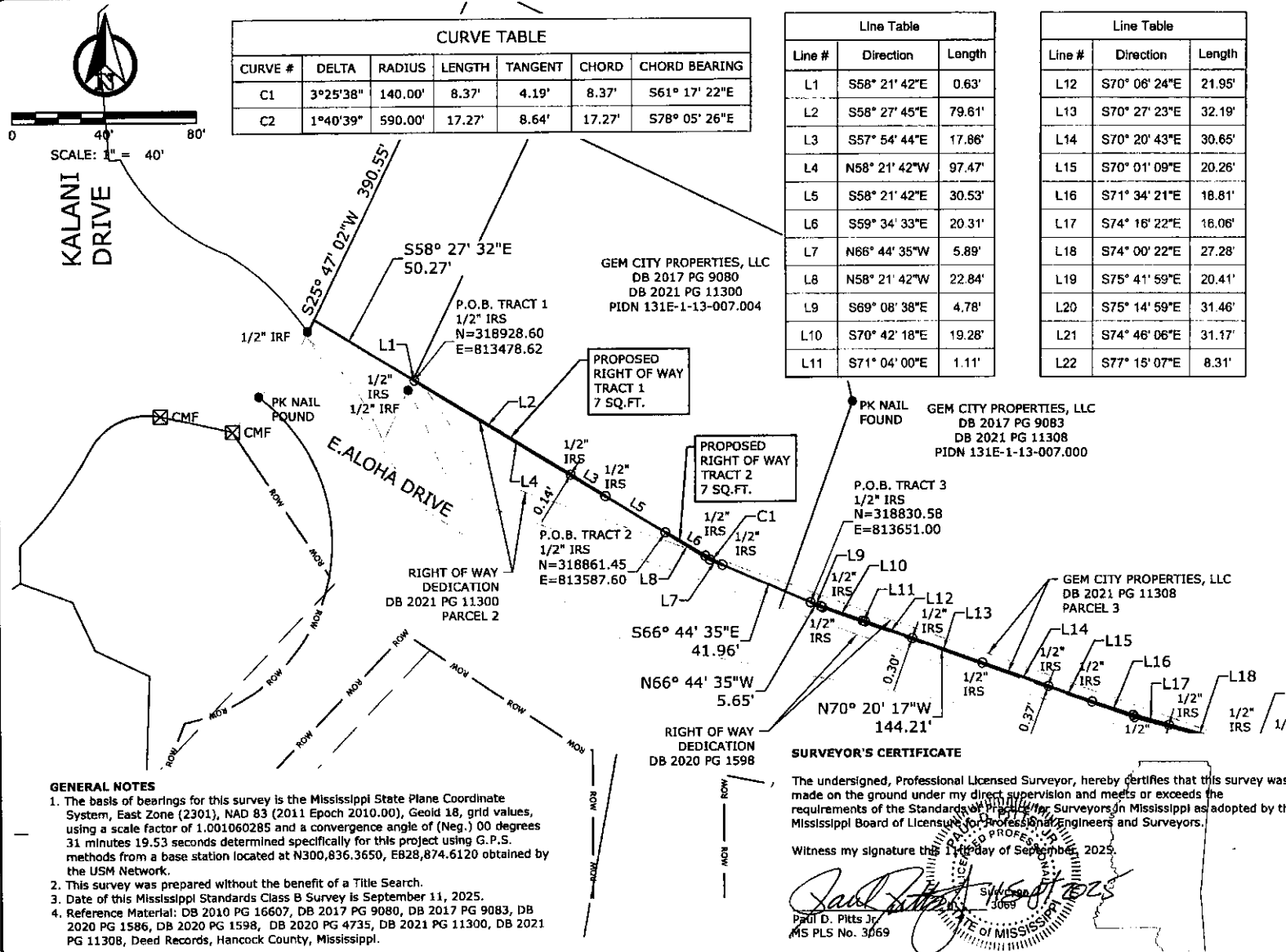


NO.	DATE	REVISION/ISSUE	ISSUED AS FINAL SURVEY
0	9/11/25		

CITY OF DIAMONDHEAD	BOUNDARY SURVEY
---------------------	-----------------

DATE: AS NOTED	SCALE: AS NOTED
DRAWN BY: PDP	DESIGNED: PDP
CHECKED BY: PDP	PROJECT NO. 16175.08
SHEET NO.	

V 1



**PROPERTY DESCRIPTION
GEM CITY PROPERTIES, LLC TRACT 2**

Being a 7 square feet tract of land situated within the John B. Ladner Claim, Section 13, Township 8 South, Range 14 West, Hancock County, Mississippi, and being a portion of that land conveyed to Gem City Properties, LLC, as recorded by Deed Book 2017, Page 9080, Deed Records, Hancock County, Mississippi, as shown on survey by Paul D. Pitts, Jr., dated September 11, 2025, whose basis of bearings is the Mississippi State Plane Coordinate System, East Zone (2301), NAD 83 (2011 Epoch 2010.00), Geoid 18, grid values, using a scale factor of 1.001060285 and a convergence angle of NEG 00 degrees 31 minutes 19.53 seconds as determined specifically for this project using GPS methods from a base station located at N300,836.3650, E828,874.6120 obtained from a USM Network, and being more particularly described as follows:

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Thence, South 64 degrees 10 minutes 40 seconds East a distance 188.00 feet, to a 1/2 inch iron rod found for corner;

Thence, South 25 degrees 47 minutes 02 seconds West a distance 390.55 feet, to a point for corner;

Thence, South 58 degrees 27 minutes 32 seconds East a distance of 50.27 feet, to the west line of the aforementioned Gem City Properties, LLC tract;

Thence, South 58 degrees 21 minutes 42 seconds East a distance of 0.63 feet, to a 1/2 inch iron rod set for corner;

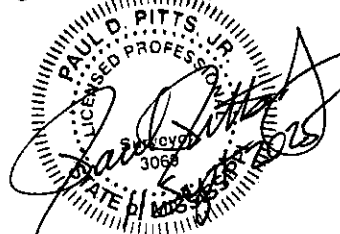
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Thence, along said curve to the left for an arc length of 8.37 feet, to a 1/2 inch iron rod set for corner;

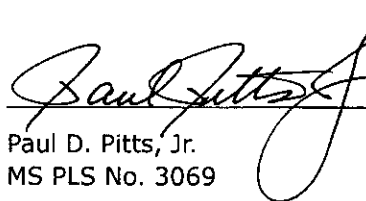


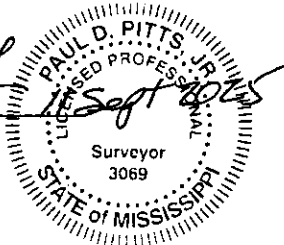
Thence, North 66 degrees 44 minutes 35 seconds West a distance of 5.89 feet, to a 1/2 inch iron rod set for corner;

Thence, North 58 degrees 21 minutes 42 seconds West a distance of 22.84 feet, to the Point of Beginning and containing 7 square feet of land.

(A plat of even survey date herewith accompanies this description.)

The undersigned, Professional Licensed Surveyor, hereby certifies that the foregoing description and accompanying survey was made on the ground under my direct supervision and meets or exceeds the requirements of the Standards of Practice for Surveyors in Mississippi as adopted by the Mississippi Board of Licensure for Professional Engineers and Surveyors.


Paul D. Pitts, Jr.
MS PLS No. 3069



Page 2 of 3

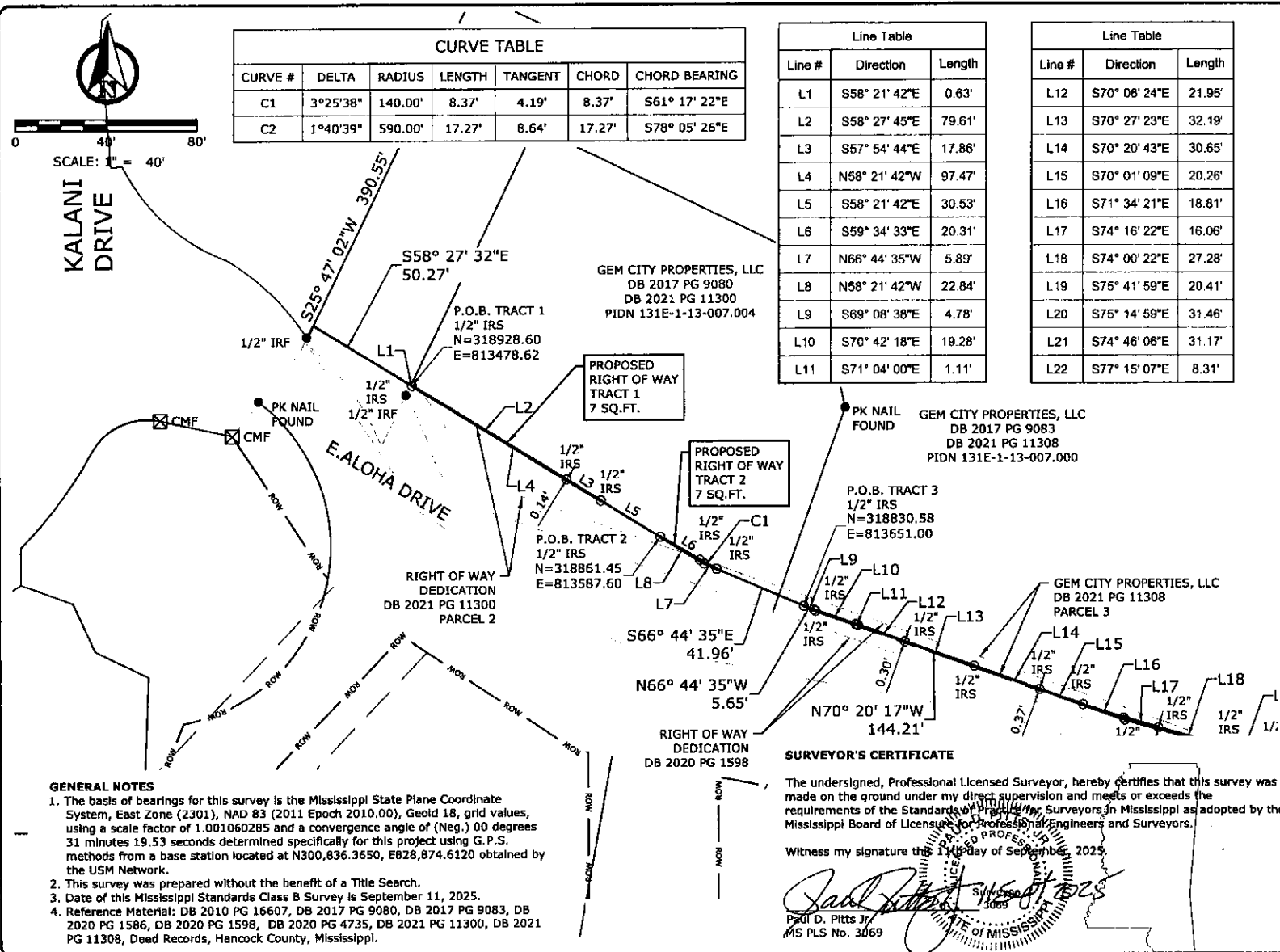


NO.	DATE	REVISION/ISSUE	ISSUED AS FINAL SURVEY
0	9/11/25		

CITY OF DIAMONDHEAD	BOUNDARY SURVEY
---------------------	-----------------

DATE: AS NOTED	SCALE: AS NOTED
DRAWN BY: PDP	DESIGNER: PDP
CHECKED BY: PDP	PROJECT NO. 16175.08
SHEET NO.	

V 1



**PROPERTY DESCRIPTION
GEM CITY PROPERTIES, LLC TRACT 3**

Being a 299 square feet tract of land situated within the John B. Ladner Claim, Section 13, Township 8 South, Range 14 West, Hancock County, Mississippi, and being a portion of that land conveyed to Gem City Properties, LLC, as recorded by Deed Book 2017, Page 9083 and Deed Book 2021, Page 11308, Deed Records, Hancock County, Mississippi, as shown on survey by Paul D. Pitts, Jr., dated September 11, 2025, whose basis of bearings is the Mississippi State Plane Coordinate System, East Zone (2301), NAD 83 (2011 Epoch 2010.00), Geoid 18, grid values, using a scale factor of 1.001060285 and a convergence angle of NEG 00 degrees 31 minutes 19.53 seconds as determined specifically for this project using GPS methods from a base station located at N300,836.3650, E828,874.6120 obtained from a USM Network, and being more particularly described as follows:

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Thence, South 64 degrees 10 minutes 40 seconds East a distance 188.00 feet, to a 1/2 inch iron rod found for corner;

Thence, South 25 degrees 47 minutes 02 seconds West a distance 390.55 feet, to a point for corner;

Thence, South 58 degrees 27 minutes 32 seconds East a distance of 50.27 feet, to the west line of the aforementioned Gem City Properties, LLC tract;

Thence, South 58 degrees 21 minutes 42 seconds East a distance of 0.63 feet, to a 1/2 inch iron rod set for corner;

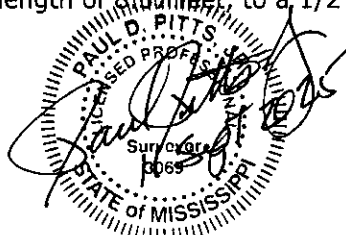
Thence, South 58 degrees 27 minutes 45 seconds East a distance of 79.61 feet, to a 1/2 inch iron rod set for corner;

Thence, South 57 degrees 54 minutes 44 seconds East a distance of 17.86 feet, to a 1/2 inch iron rod set for corner;

Thence, South 58 degrees 21 minutes 42 seconds East a distance of 30.53 feet, to a 1/2 inch iron rod set for corner;

Thence, South 59 degrees 34 minutes 33 seconds East a distance of 20.31 feet, to a 1/2 inch iron rod set for the Point of Curvature of a curve to the left, having a central angle of 03 degrees 25 minutes 38 seconds, a radius of 140.00 feet, and a chord of 8.37 feet which bears South 61 degrees 17 minutes 22 seconds East;

Thence, along said curve to the left for an arc length of 8.37 feet, to a 1/2 inch iron rod set for corner;



Thence, South 66 degrees 44 minutes 35 seconds East a distance of 41.96 feet, to a 1/2 inch iron rod set for the Point of Beginning of the herein described tract, having Mississippi State Plane coordinates of N318,830.58, E813,651.00;

Thence, South 69 degrees 08 minutes 38 seconds East a distance of 4.78 feet, to a 1/2 inch iron rod set for corner;

Thence, South 70 degrees 42 minutes 18 seconds East a distance of 19.28 feet, to a 1/2 inch iron rod set for corner;

Thence, South 71 degrees 04 minutes 00 seconds East a distance of 1.11 feet, to a 1/2 inch iron rod set for corner;

Thence, South 70 degrees 06 minutes 24 seconds East a distance of 21.95 feet, to a 1/2 inch iron rod set for corner;

Thence, South 70 degrees 27 minutes 23 seconds East a distance of 32.19 feet, to a 1/2 inch iron rod set for corner;

Thence, South 70 degrees 20 minutes 43 seconds East a distance of 30.65 feet, to a 1/2 inch iron rod set for corner;

Thence, South 70 degrees 01 minutes 09 seconds East a distance of 20.26 feet, to a 1/2 inch iron rod set for corner;

Thence, South 71 degrees 34 minutes 21 seconds East a distance of 18.81 feet, to a 1/2 inch iron rod set for corner;

Thence, South 74 degrees 16 minutes 22 seconds East a distance of 16.06 feet, to a 1/2 inch iron rod set for corner;

Thence, South 74 degrees 00 minutes 22 seconds East a distance of 27.28 feet, to a 1/2 inch iron rod set for corner;

Thence, South 75 degrees 41 minutes 59 seconds East a distance of 20.41 feet, to a 1/2 inch iron rod set for corner;

Thence, South 75 degrees 14 minutes 59 seconds East a distance of 31.46 feet, to a 1/2 inch iron rod set for corner;

Thence, South 74 degrees 46 minutes 06 seconds East a distance of 31.17 feet, to a 1/2 inch iron rod set for corner;

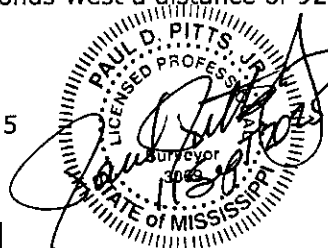
Thence, South 77 degrees 15 minutes 07 seconds East a distance of 8.31 feet, to a 1/2 inch iron rod set for the Point of Curvature of a curve to the left, having a central angle of 01 degrees 40 minutes 39 seconds, a radius of 590.00 feet, and a chord of 17.27 feet which bears South 78 degrees 05 minutes 26 seconds East;

Thence, along said curve to the left for an arc length of 17.27 feet, to a 1/2 inch iron rod set for corner, having Mississippi State Plane coordinates of N318,742.22, E813,938.40;

Thence, South 30 degrees 47 minutes 01 seconds West a distance of 7.19 feet, to a 1/2 inch iron rod set for corner;

Thence, North 69 degrees 56 minutes 44 seconds West a distance of 57.04 feet, to a 1/2 inch iron rod set for corner;

Thence, North 74 degrees 48 minutes 03 seconds West a distance of 92.37 feet, to a 1/2 inch iron rod set for corner;

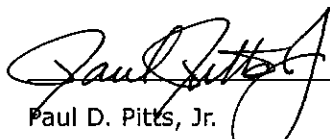


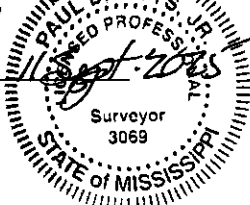
Thence, North 70 degrees 20 minutes 17 seconds West a distance of 144.21 feet, to a 1/2 inch iron rod set for corner;

Thence, North 66 degrees 44 minutes 35 seconds West a distance of 5.65 feet, to the Point of Beginning and containing 299 square feet of land.

(A plat of even survey date herewith accompanies this description.)

The undersigned, Professional Licensed Surveyor, hereby certifies that the foregoing description and accompanying survey was made on the ground under my direct supervision and meets or exceeds the requirements of the Standards of Practice for Surveyors in Mississippi as adopted by the Mississippi Board of Licensure for Professional Engineers and Surveyors.


Paul D. Pitts, Jr.
MS PLS No. 3069



Page 3 of 5

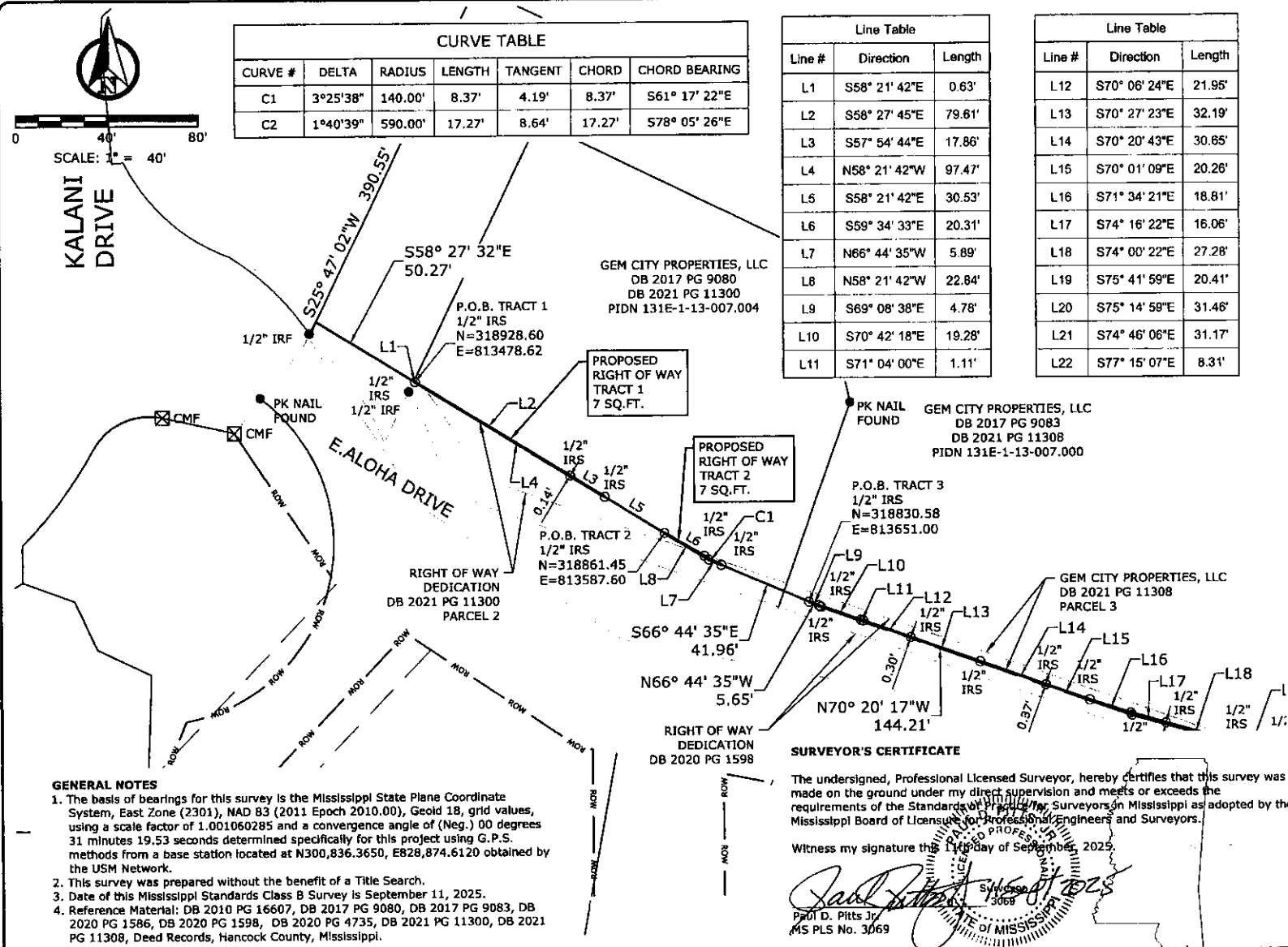


NO.	DATE	REVISION/ISSUE	ISSUED AS FINAL SURVEY
0	9/11/25		

CITY OF DIAMONDHEAD	BOUNDARY SURVEY
---------------------	-----------------

DATE: AS NOTED	SCALE: AS NOTED
DRAWN BY: PDP	DESIGNER: PDP
CHECKED BY: PDP	PROJECT NO. 18175.08
SHEET NO.	

V 1



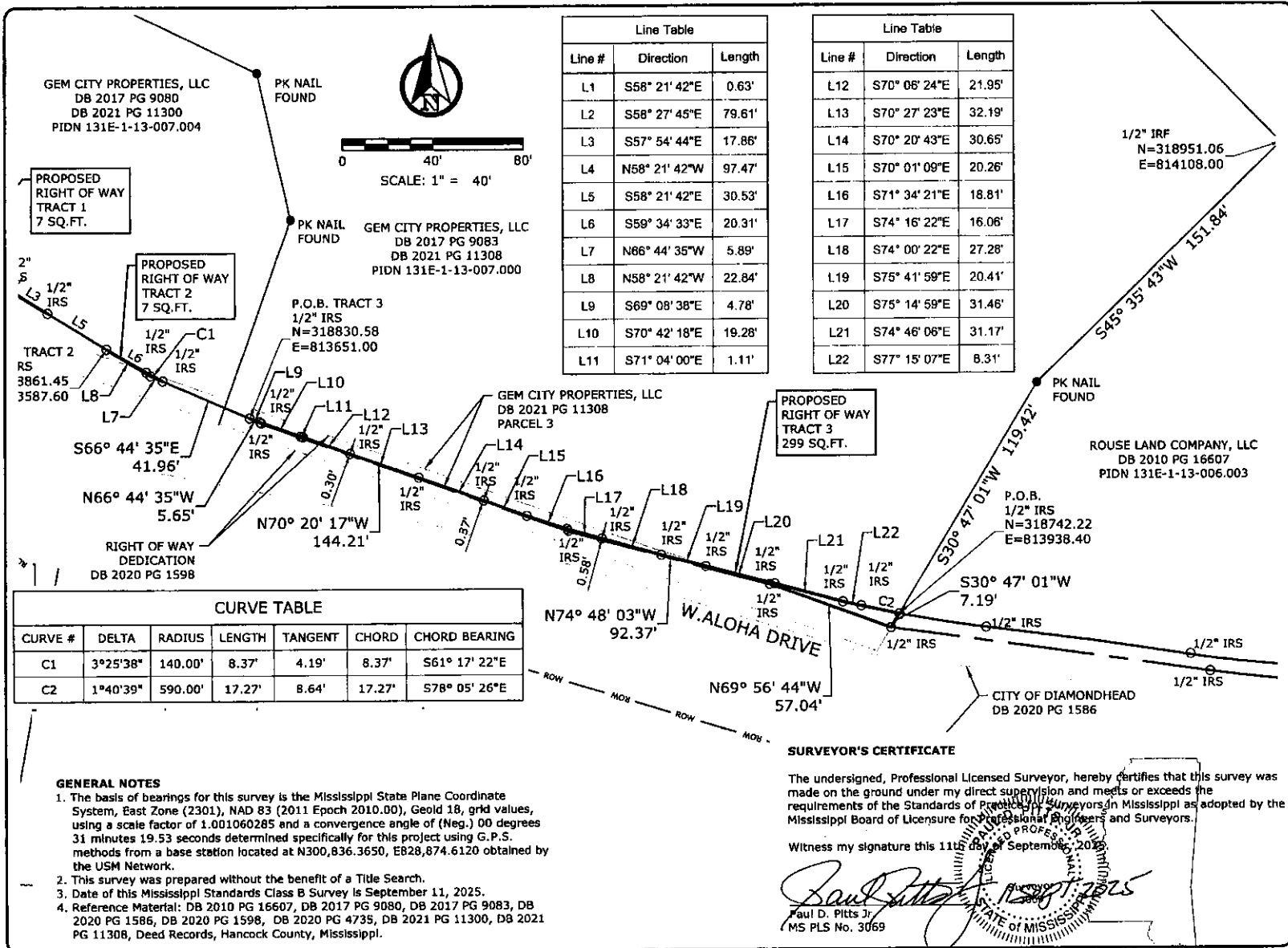


NO.	DATE	REVISION/ISSUE
0	9/11/25	ISSUED AS FINAL SURVEY

CITY OF DIAMONDHEAD	BOUNDARY SURVEY
---------------------	-----------------

DATE AS NOTED	SCALE AS NOTED
DRAWN BY: PDP	DESIGNER: PDP
CHECKED BY: PDP	PROJECT NO. 16175.08
SHEET NO.	

V 2



RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL (THE "GOVERNING BODY") OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE "CITY"), TO ACQUIRE, BY DONATION, GRANT OR CONVEYANCE, CERTAIN REAL PROPERTY LOCATED WITHIN THE CITY FROM ROUSE LAND COMPANY, LLC FOR RIGHT-OF-WAY AND SIDEWALK.

WHEREAS, the Mayor and City Council (the "Governing Body") of the City of Diamondhead, Mississippi (the "City"), acting for and on behalf of the City, hereby finds and determines as follows:

1. The City was in need of acquiring certain real properties for roadway and sidewalk improvement purposes that were owned by private property owners, has previously accepted certain properties and, is in need of acquiring certain additional land.
2. The City is authorized to acquire and convey real property pursuant to Miss. Code Ann. §21-17-1.
3. Rouse Land Company, LLC has expressed a willingness to donate, grant or convey the property legally described in a survey attached hereto as Exhibit "A" to this resolution.
4. The City is willing to accept the donation, grant or conveyance of the aforementioned property for roadway and sidewalk improvement purposes from Rouse Land Company, LLC.

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

SECTION 1. That the Governing Body of the City will accept the donation, grant or conveyance of the aforementioned property from Rouse Land Company, LLC.

SECTION 2. That the Governing Body of the City does hereby authorize the City Attorney to prepare any and all documentation related to the acquisition and conveyance of the aforementioned properties, for the City Manager to execute any necessary documentation to effectuate the acquisition and conveyance of the subject properties and, for the City to execute the Dedication Deeds on behalf of the City attached collectively hereto as Exhibit "B."

The above and foregoing resolution, after having been first reduced to writing, was introduced by Councilmember _____, seconded by Councilmember _____ and the question being put to a roll call vote, the result was as follows:

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

The motion having received the affirmative vote of a majority of all of the members of the Governing Body, the Mayor declared the motion carried and the resolution adopted, this the _____ day of _____, 2025.

MAYOR

ATTEST:

CITY CLERK

(SEAL)

PREPARED BY & RETURN TO:
DEREK R. CUSICK (MS BAR#10653)
LAW OFFICES OF DEREK R. CUSICK, PLLC
2216 17th STREET
POST OFFICE BOX 4008
GULFPORT, MS 39502
(228) 206-3819

INDEXING INSTRUCTIONS:

SW CORNER LOT 22, BLOCK 13,
UNIT 1, PHASE 1, DIAMONDHEAD
SUBDIVISION, DIAMONDHEAD,
HANCOCK COUNTY, MISSISSIPPI

GRANTOR'S ADDRESS
ROUSE LAND COMPANY, LLC
1301 ST. MARY ST.
THIBODAUX, LA 70301
(504) 452-2648

GRANTEE'S ADDRESS
CITY OF DIAMONDHEAD, MS
5000 DIAMONDHEAD CIRCLE
DIAMONDHEAD MS 39525
(228) 222-4626

STATE OF _____
COUNTY OF _____

DEED OF DEDICATION

This DEED OF DEDICATION ("Deed") is made this ____ day of _____,
2025, by and between ROUSE LAND COMPANY, LLC (Rouse's) GRANTOR, and THE
CITY OF DIAMONDHEAD, a municipality created and existing under the State of
Mississippi ("City"), GRANTEE.

****WITNESSETH****

WHEREAS, Rouse's wishes to dedicate, grant and convey the following property to the City and be relieved of the cost and responsibilities associated with maintaining same; and

WHEREAS, the City wishes to acquire the property for a public street and sidewalk and assume the cost and responsibilities for maintaining same; and

WHEREAS, on _____, the Diamondhead City Council passed a resolution and order accepting the dedication of the property conveyed herein and agreeing to the terms contained herein, copy of which is attached hereto as Exhibit "B"; and

WHEREAS, on _____, the Members of Rouse Land Company LLC passed a resolution authorizing the dedication of the property herein and agreeing to the terms contained herein, copy of which is attached hereto as Exhibit "C"; and

NOW, THEREFORE, in consideration of the recitals and the mutual benefits, covenants and terms herein contained, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Rouse's hereby dedicates, grants, conveys, covenants and agrees as follows:

DEDICATION OF PROPERTY FOR PUBLIC RIGHT OF WAY

For and in consideration of the City accepting the property and maintaining a public street and sidewalk, Rouse's, being the sole owner of, and the only party having any interest in, the street, does hereby dedicate, grant and convey unto the City, its successors and assigns, in fee simple, for the use of the general public as a public street and right-of-way, the property described herein below and improvements thereon and appurtenances thereto. This dedication of the property is made without warranties of any kind.

The City specifically accepts the dedication of the property without warranty and subject to the following conditions:

The conveyance herein is made subject to such valid mineral reservations and/or conveyances, if any, as may have been heretofore made on the property, or filed in the land records of the Office of the Chancery Clerk of Hancock County, Mississippi.

The conveyance herein is made subject to any and all easements located on, over and across the property, or filed in the land records of the Office of the Chancery Clerk of Hancock County, Mississippi.

The conveyance herein is made subject to any and all rights-of-way and/or easements for public utilities in, on and under the property.

Legal Description of the Property:

PROPERTY DESCRIPTION

Being a 656 square feet tract of land situated within the John B. Ladner Claim, Section 13, Township 8 South, Range 14 West, Hancock County, Mississippi, and being a portion of that land conveyed to Rouse Land Company, LLC, as recorded by Deed Book 2010, Page 16607, Deed Records, Hancock County, Mississippi, as shown on survey by Paul D. Pitts, Jr., dated September 11, 2025, whose basis of bearings is the Mississippi State Plane Coordinate System, East Zone (2301), NAD 83 (2011 Epoch 2010.00), Geoid 18, grid values, using a scale factor of 1.001060285 and a convergence angle of NEG 00 degrees 31 minutes 19.53 seconds as determined specifically for this project using GPS methods from a base station located at N300,836.3650, E828,874.6120 obtained from a USM Network, and being more particularly described as follows:

Commencing at a 1/2 inch iron rod found for the most southwesterly corner of Lot 22, Block 13, Unit 1, Phase 1, Diamondhead Subdivision, as per Plat recorded in Plat Book 4, Page 1, Plat Records, Hancock County, Mississippi, having Mississippi State Plane coordinates of N319,946.21, E813,114.16;

Thence, South 00 degrees 08 minutes 17 seconds West a distance of 312.85 feet, to a point for corner;

Thence, South 52 degrees 49 minutes 24 seconds East a distance of 404.75 feet, to a point on the east right of way line of Kalani Drive, being the southwesterly corner of the Diamondhead Fire Station;

Thence, South 64 degrees 10 minutes 40 seconds East a distance 188.00 feet, to a 1/2 inch iron rod found for corner;

Thence, South 64 degrees 10 minutes 40 seconds East a distance 328.12 feet, to a 1/2 inch iron rod found for corner;

Thence, South 44 degrees 15 minutes 53 seconds East a distance 297.30 feet, to a 1/2 inch iron rod found for the northernmost corner of the aforementioned Rouse Land Company, LLC tract, having Mississippi State Plane coordinates of N318,951.06, E814,108.00;

Thence, along the westerly line of said Rouse tract, South 45 degrees 35 minutes 43 seconds West a distance 151.84 feet, to a PK nail found for corner;

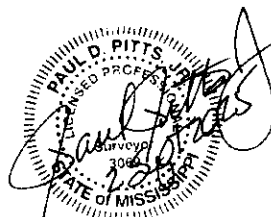
Thence, South 30 degrees 47 minutes 01 seconds West a distance 119.42 feet, to a 1/2 inch iron rod set for corner on the north line of the proposed right of way, having Mississippi State Plane coordinates of N318,742.22, E813,938.40, and being the Point of Beginning of the herein described tract;

Thence, along a non-tangent curve to the left, having an arc length of 38.83 feet, a central angle of 03 degrees 46 minutes 15 seconds, a radius of 590.00 feet, and a chord of 38.82 feet which bears South 80 degrees 48 minutes 53 seconds East, to a 1/2 inch iron rod set for corner;

Thence, South 82 degrees 42 minutes 01 seconds East a distance of 49.20 feet, to a 1/2 inch iron rod set for corner;

Thence, South 81 degrees 23 minutes 26 seconds East a distance of 48.85 feet, to a 1/2 inch iron rod set for corner;

Page 1 of 3



See attached Exhibit "A"-Survey adopted herein by reference.

IT IS FURTHER UNDERSTOOD AND AGREED that this instrument constitutes the entire agreement between Grantor and Grantee, there being no other oral agreements or representations of any kind or nature whatsoever.

EXECUTED, this the ____ day of _____, 2025.

GRANTOR:

ROUSE LAND COMPANY, LLC

BY: _____

STATE OF _____
COUNTY OF _____

Personally appeared before me, the undersigned Notary Public, the within named _____, who acknowledged that he is _____ of the ROUSE LAND COMPANY, LLC, and that in said capacity he signed and delivered this instrument on the day and year herein mentioned, after first having been duly authorized to do so.

GIVEN UNDER MY HAND AND SEAL this the ____ day of _____, 2021.

NOTARY PUBLIC

My Commission Expires:

GRANTEE:

CITY OF DIAMONDHEAD, MISSISSIPPI

BY: _____
MAYOR ANNA LIESE

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

Personally appeared before me, the undersigned Notary Public, the within named ANNA LIESE, who acknowledged that she is MAYOR of the City of Diamondhead, Mississippi, and that in said representative capacity she signed and delivered this instrument on the day and year herein mentioned, after first having been duly authorized to do so.

GIVEN UNDER MY HAND AND SEAL this the _____ day of _____, 2025.

NOTARY PUBLIC

My Commission Expires:



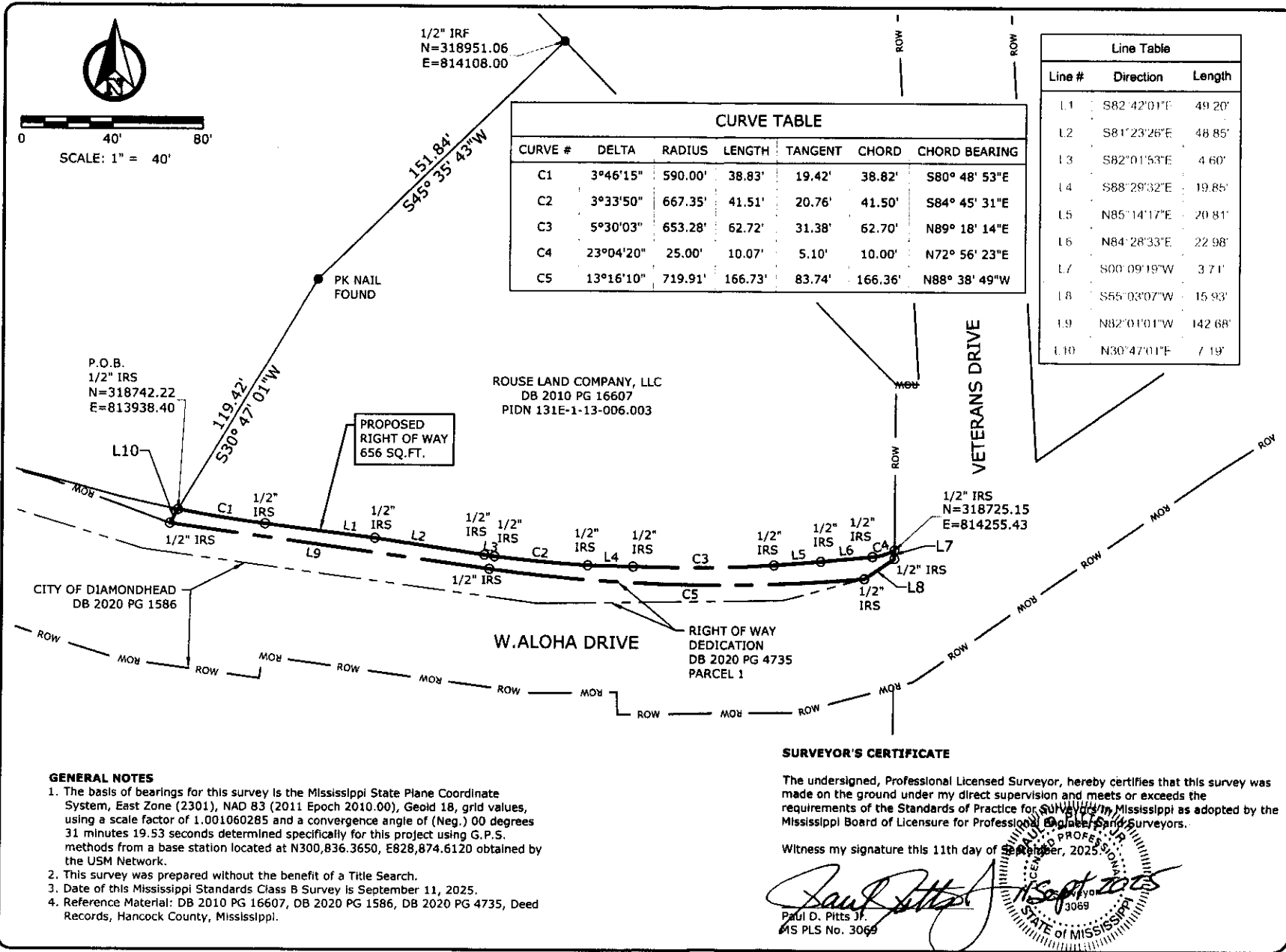
NO.	DATE	REVISION/ISSUE
0	9/10/25	ISSUED AS FINAL SURVEY

CITY OF DIAMONDHEAD

BOUNDARY SURVEY

DATE: AS NOTED	SCALE: AS NOTED
DRAWN BY: PDP	DESIGNED: PDP
CHECKED BY: PDP	PROJECT NO. 16175.08
SHEET NO.	

V 1



RESOLUTION OF THE CITY OF DIAMONDHEAD AUTHORIZING THE USE OF CITY-OWNED EQUIPMENT ON PRIVATE PROPERTY FOR THE BENEFIT OF THE CITY AND FOR THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF DIAMONDHEAD, MISSISSIPPI.

WHEREAS, the City of Diamondhead, (the “City”), has certain equipment that which from time to time it’s use on privately owned and operated property is necessary to safeguard the health, safety and welfare of citizens ; and

WHEREAS, various events are held on private property within the Diamondhead city limits and require barricades or similar devices to control vehicular and/or pedestrian traffic flow on privately-owned property; and

WHEREAS, the use of city-owned barricades or similar devices shall be authorized on privately-owned properties including but not limited to, The Club at Diamondhead, provided a request having been made to and approved by the City Manager as necessary to safeguard the health, safety and welfare of citizens and guests.

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

SECTION I. The findings, conclusions and statements of fact contained in the preamble are hereby adopted, ratified and incorporated herein.

THE ABOVE AND FOREGOING RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, AFTER HAVING FIRST BEEN REDUCED TO WRITING, WAS INTRODUCED BY COUNCILMEMBER _____, SECONDED BY COUNCILMEMBER _____, AND THE MATTER BEING PUT TO VOTE, 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 ____DAY OF _____, 2025.

	Aye	Nay	Abstain
Mayor Liese	_____	_____	_____
Councilmember Finely	_____	_____	_____
Councilmember Sheppard	_____	_____	_____
Councilmember Harwood	_____	_____	_____
Councilmember Clark	_____	_____	_____
Councilmember Maher	_____	_____	_____

ANNA LIESE, MAYOR

Attest:

Jeannie Klein, City Clerk

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: **10-1-2024**

To: **9-30-25**

5. Expiration date of current elected officials' term: **JUNE, 2029**

MUNICIPAL COMPLIANCE QUESTIONNAIRE

Year Ended September 30, 2025

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) | <u>Y</u> |
| * Appointed officers and those handling money, see statutes 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)

Y

Item No.6.

PART II - Cash and Related Records

1. Where required, is a claims docket maintained?
(Section 21-39-7)
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7)
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)
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13)
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)
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)
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, 27-39-205)
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)
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)
11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor?
(Section 21-35-11)
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

Y

Y

Y

Y

Y

Y

Y

Y

N/A

Y

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)	<u>Y</u>
14.	Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363)	<u>Y</u>
15.	Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323)	<u>Y</u>
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.)	<u>Y</u>
17.	Are fixed assets properly tagged and accounted for? Section II - Municipal Audit and Accounting Guide)	<u>Y</u>
18.	Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41?	<u>Y</u>
19.	Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41)	<u>Y</u>
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)]	<u>Y</u>
2.	Are all lowest and best bids decisions properly documented? [Section 31-7-13(d)]	<u>Y</u>
3.	Are all one-source item and emergency purchases documents on the board's minutes? [Section 31-7-13(m) and (k)]	<u>Y</u>
4.	Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23)	<u>Y</u>
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)	<u>Y</u>
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)	<u>Y</u>
3.	Have the required trust funds been established for utility revenue bonds? (Sections 21-27-65)	<u>N/A</u>
4.	Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317)	<u>Y</u>

5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5)

Y

Item No.6.

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

Item No.6.

Certification to Municipal Compliance

Questionnaire Year Ended September 30, 2025

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.)



September 15, 2025

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

**Re: Kome Drive and Kalipekona Pond Drainage Project
JLB Contractors LLC
Notice of Substantial Completion**

Dear Mr. McCraw:

The Work for Kome Drive and Kalipekona Pond Drainage Project has been reviewed and found, to the Engineer's best knowledge, information, and belief, to be substantially complete. The date of substantial completion of the project is established as August 18, 2025.

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

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Nathan Long

Nathan Long, E.I.
Project Engineer

Enclosure: Certificate of Substantial Completion

Certificate of Substantial Completion

Project: Kome Drive and Kalipekona Pond Drainage Project	Owner: City of Diamondhead	
Contract: Kome Drive and Kalipekona Pond Drainage Project		Date of Contract: 12-17-2024
Contractor: JLB Contractors, LLC, 21294 Johnson Road, Long Beach, MS 39560		City's Project No.: 16175.08 FPWA#1

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

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

August 18, 2025

Date of Substantial Completion

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

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

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

- ☐ Amended Responsibilities
 ☒ Not Amended

Owner's Amended Responsibilities:

N/A

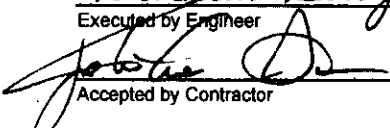
Contractor's Amended Responsibilities:

N/A

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

N/A

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

 Executed by Engineer	September 15, 2025 Date
 Accepted by Contractor	9-15-2025 Date
Accepted by Owner	Date

236

Item No.8.

Chiniche Engineering & Surveying
 407 Highway 90
 Bay St. Louis, MS 39520
 +12284676755
 jason@chiniche.com
 www.chiniche.com



INVOICE

BILL TO
 City of Diamondhead

INVOICE # 17-057-0274
DATE 09/10/2025

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/05/2025	17-057-2021 Senior Professional	dwg review	0:15	145.00	36.25
06/25/2025	17-057-2021 Senior Professional	review of project & help w/ model	0:30	145.00	72.50
06/30/2025	17-057-2021 Senior Professional	reviewing model	0:15	145.00	36.25
07/02/2025	17-057-2021 Senior Professional	reviewing model	0:15	145.00	36.25
07/02/2025	17-057-2021 Sen. Cad Tech	export tin surface to dem for pm	0:30	90.00	45.00
07/08/2025	17-057-2021 Project Engineer	shapefile points for trevor	0:30	95.00	47.50
08/05/2025	17-057-2021 Sen. Cad Tech	draft comments and coordinate with PM on Pond 6	0:30	90.00	45.00
08/06/2025	17-057-2021 Sen. Cad Tech	REVIEW WITH PM - ADDRESS COMMENTS	0:45	90.00	67.50
08/11/2025	17-057-2021 Sen. Cad Tech	pull in and draft finished contours	0:30	90.00	45.00
08/12/2025	17-057-2021 Senior Professional	design	1:00	145.00	145.00
08/20/2025	17-057-2021 Senior Professional	design review, OPC	0:30	145.00	72.50
08/20/2025	17-057-2021 Sen. Cad Tech	address comments and prepare final review	0:45	90.00	67.50
08/21/2025	17-057-2021 Senior Professional	reviewing drawings, OPC	0:30	145.00	72.50
08/25/2025	17-057-2021 Sen. Cad Tech	address comments	0:30	90.00	45.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/25/2025	17-057-2021 Sen. Cad Tech	work on proposed contours	1:00	90.00	90.00
08/25/2025	17-057-2021 Sen. Cad Tech	address comments from pm	0:45	90.00	67.50
08/25/2025	17-057-2021 Sen. Cad Tech	work on proposed contours	0:45	90.00	67.50
08/28/2025	17-057-2021 Senior Professional	reviewing drawings, OPC	0:30	145.00	72.50

Pond 6 Improvements

BALANCE DUE

\$1,131.25

Chiniche Engineering & Surveying
 407 Highway 90
 Bay St. Louis, MS 39520
 +12284676755
 jason@chiniche.com
 www.chiniche.com



INVOICE

BILL TO

City of Diamondhead

INVOICE # 17-057-0275

DATE 09/10/2025

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/01/2025	17-057-2021 Cad	ELECTRICAL LAYOUT	2:30	70.00	175.00
08/01/2025	17-057-2021 Senior Project Mana	Updates plans/specs	4:30	115.00	517.50
08/04/2025	17-057-2021 Drone	Drone flight and processing	3:00	94.00	282.00
08/05/2025	17-057-2021 Cad	MARK UPS CIVIL	4:30	70.00	315.00
08/05/2025	17-057-2021 Drone	Drone processing	5:30	94.00	517.00
08/05/2025	17-057-2021 Principal Engineer	project review	3:30	162.00	567.00
08/06/2025	17-057-2021 Cad	MARK UPS STRUCTURAL & PDF SET	5:00	70.00	350.00
08/06/2025	17-057-2021 Senior Project Mana	Plans and Specs	7:30	115.00	862.50
08/11/2025	17-057-2021 Principal Engineer	project review	4:30	162.00	729.00
08/13/2025	17-057-2021 Senior Project Mana	Comments back from DEQ	4:30	115.00	517.50
08/14/2025	17-057-2021 Principal Engineer	DEQ comments review	3:30	162.00	567.00
08/18/2025	17-057-2021 Senior Project Mana	Review DEQ request, report	4:30	115.00	517.50
08/20/2025	17-057-2021 Principal Engineer	Review DEQ comments	3:30	162.00	567.00
08/25/2025	17-057-2021 Senior Project Mana	Email, call Mak about electrical issues and requested proposal. Check Permit for coast guard requirements.	4:30	115.00	517.50

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/26/2025	17-057-2021 Senior Project Mana	Contact Coast Guard, lights	2:30	115.00	287.50
08/27/2025	17-057-2021 Senior Project Mana	Coast Guard navigation, return proposal	6:30	115.00	747.50
08/28/2025	17-057-2021 Senior Project Mana	Electrical - CAD file request	2:30	115.00	287.50

Jourdan River Boardwalk

BALANCE DUE

\$8,324.00

Chiniche Engineering & Surveying
 407 Highway 90
 Bay St. Louis, MS 39520
 +12284676755
 jason@chiniche.com
 www.chiniche.com



INVOICE

BILL TO
 City of Diamondhead

INVOICE # 17-057-0276
DATE 09/10/2025

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/04/2025	17-057-2021 Senior Professional	pre-bid meeting, addendum	2:00	145.00	290.00
08/05/2025	17-057-2021 Senior Professional	addendum	2:30	145.00	362.50
08/06/2025	17-057-2021 Senior Professional	addendum	1:30	145.00	217.50
08/07/2025	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
08/07/2025	17-057-2021 Sen. Cad Tech	revise channels to 6' deep and recalc	8:30	90.00	765.00
08/08/2025	17-057-2021 Senior Professional	addendum	2:30	145.00	362.50
08/11/2025	17-057-2021 Principal Engineer	project review	3:30	162.00	567.00
08/12/2025	17-057-2021 Senior Professional	bid opening docs	2:30	145.00	362.50
08/13/2025	17-057-2021 Clerical	scan in bids bidtab coordinate w/pm put project in CF	2:30	50.00	125.00
08/13/2025	17-057-2021 Senior Professional	bid opening, coordination	1:30	145.00	217.50
08/15/2025	17-057-2021 Senior Professional	reviewing bids	1:30	145.00	217.50
08/18/2025	17-057-2021 Senior Professional	coordination	4:30	145.00	652.50
08/20/2025	17-057-2021 Senior Professional	call, coordination, NOA	1:00	145.00	145.00
08/22/2025	17-057-2021 Senior Professional	bid package	2:30	145.00	362.50

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/26/2025	17-057-2021 Principal Engineer	bid review	3:30	162.00	567.00
08/27/2025	17-057-2021 Principal Engineer	bid package review and coordination	4:30	162.00	729.00
08/28/2025	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
08/29/2025	17-057-2021 Senior Professional	call, reviewing bids, reviewing documents	4:30	145.00	652.50

Canal Dredging Rebid

BALANCE DUE

\$7,610.50

EXHIBIT "C"**WORK ASSIGNMENT****WORK ASSIGNMENT NO 16**(Diamondhead Park Professional Services) - *Town Green*

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, 2021, and Amendment #01 for a contract term thru October 28, 2025.

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

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

SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE

The Scope of Work is as follows: MPDG will provide design of a small wooden stage structure. The design will include the foundation and details for the stage. It is anticipated this will be under the \$75,000 threshold for public bidding. MPDG will solicit quotes from contractors for the City of Diamondhead.

WORK ASSIGNMENT TERM No new Work Assignments shall be executed after October 28, 2025.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 28, 2025 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
Sr. Professional Engineer
Sr. Professional Engineer
Principal Architect
Project Manager

Gerrod Kilpatrick, P.E.
Nick Moody, P.E.
Jason Polite, P.E.
Bradford Jones, AIA
Adam Colledge

PROGRESS SCHEDULE

M | P will complete this scope of work within 30 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 \$ 5,000 (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	\$162
Brad Jones, AIA	Principal Architect	\$145
Vanessa Hemingway, AIA	Principal Architect	\$145
Nick Moody, P.E.	Sr. Professional Engineer (Civil)	\$145
Tyler Able	Project Engineer (Mechanical)	\$95
Jason Polite, P.E.	Project Engineer (Civil)	\$145
Kenneth Beverin	Project Engineer (Electrical)	\$95
Vanessa Hemingway, AIA	Project Architect	\$95

Both parties hereto represent that they have authority to enter into Work Assignment No. 16, 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 _____, _____.

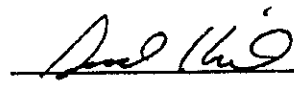
City of Diamondhead

By: _____

WITNESS this my signature in execution hereof, this the 19th day of September, 2025.

By:

ATTEST: _____


Gerrod Kilpatrick, P.E.,

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

OMB No: 1660-0072
Expiration Date: 04-30-2026

STATEMENT OF ASSURANCES FOR PROPERTY ACQUISITION PROJECTS

PRIVACY ACT STATEMENT

Authority: Sections 203 and 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§5133 and 5170c; and § 1366 of the National Flood Insurance Act, (NFIA) as amended, 42 § U.S.C. 4104c.

Purpose: This template is provided by FEMA for signature by local government officials participating in a property acquisition project funded in part by Hazard Mitigation Assistance.

Routine Uses: The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA-009 -Hazard Mitigation Disaster Public Assistance and Disaster Loan Programs System of Records System of Records Notice (79 Fed. Reg. 16,015, March 24, 2014), and upon written request, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent FEMA from being able to provide Hazard Mitigation Assistance for the acquisition and demolition of the structure for the purposes of mitigation. The signed voluntary participation statement will be forwarded to the State/applicant and the paper form will be contained in the grant application.

INSTRUCTIONS

This template is provided by FEMA for signature by local government officials participating in an acquisition project funded in part by Hazard Mitigation Assistance (HMA). The subapplicant must ensure this statement of assurances form is attached to the project application at the time of submission to the applicant.

Name of Subapplicant: _____

Name of Applicant: _____

The subapplicant hereby assures and certifies that the project will comply with property acquisition requirements pursuant to 44 C.F.R. Part 80 and any other related federal, state, local, or tribal law or policy. As the duly authorized representative of the subapplicant, I certify that the subapplicant:

1. Will ensure that participation by property owners is voluntary. The prospective participants have been informed in writing that participation in the program is voluntary, that the subapplicant will not use its eminent domain authority or any similar type of authority to acquire their property for the project purposes should negotiations fail;
2. Will ensure each property owner will be informed, in writing, of what the subapplicant considers to be the fair market value of the property. The subapplicant will use the Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space (FF-206-FY-124) to document this and will provide a copy for each property after award;
3. Will accept all of the requirements of the FEMA grant and the deed restriction governing the use of the land, as restricted in perpetuity to open space uses. The subapplicant will apply and record a deed restriction on each property in accordance with the language in the FEMA Model Deed Restriction. Such deed restrictions may exceed state, local, territorial, or tribal government land use standards. The community will seek FEMA approval for any changes in language differing from the Model Deed Restriction;
4. Will ensure that the land will be unavailable for the construction of flood damage reduction levees and other incompatible purposes, and is not part of an intended, planned, or designated project area for which the land is to be acquired by a certain date;
5. Will demonstrate that it has consulted with the U.S. Army Corps of Engineers regarding the subject land's potential future use for the construction of a levee system, and will reject future consideration of such use if it accepts FEMA assistance to convert the property to permanent open space;
6. Will demonstrate that it has coordinated with its State Department of Transportation to ensure that no future, planned improvements or enhancements to the federal aid systems are under consideration that will affect the subject property;

7. Will demonstrate that adjoining property owners are duly informed of proposed acquisition including any locally mandated public notification processes;
8. Will demonstrate that proposed acquisition sites are consistent with local land use, environmental, hazard mitigation and similar plans and will not adversely impact adjacent land uses;
9. Will remove existing structures within 90 days of settlement;
10. Post-grant award, will ensure that a property interest is conveyed only with the prior approval of the FEMA Regional Administrator and only to another public entity or to a qualified conservation organization pursuant to 26 C.F.R. § 1.170A-14 and 44 C.F.R. § 80.19(b)(2);
11. Will ensure that, post-award, all property maintenance is the responsibility of the subrecipient and that the costs of maintenance will be borne by the subrecipient;
12. Will submit every three years to the recipient, pursuant to 44 C.F.R. § 80.19(d), who will then submit to the FEMA Regional Administrator, a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained consistent with the provisions of the grant. If the subject property is not maintained according to the terms of the grant, the Recipient and FEMA, its representatives, designated authorities, and assignees are responsible for taking measures to bring the property back into compliance; and
13. After settlement, will not seek or accept the provision of disaster assistance for any purpose from any federal entity with respect to the property. FEMA will not distribute flood insurance benefits for that property for claims related to damage occurring after the date of the property settlement.

SIGNATURE OF SUBAPPLICANT'S AUTHORIZED AGENT

As the duly authorized representative of the subapplicant, I hereby certify that the subapplicant will comply with the identified assurances and certifications.

Signature of Authorized Certifying Official

Date

Title and Organization

Subapplicant Jurisdiction



239
Covington Civil & Environmental, LLC
2300 14th Street
Gulfport, MS 39501
228-396-0486

Project Title Project Number Invoice #		Diamondhead Paying 2025			
		16175.08			
		16175.08-209			
	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Design Phase Services	\$42,600.00	\$ 42,600.00	\$ -	\$ -	100%
Task 2: Bid and Construction Phase Services	\$ 56,900.00	\$ 34,140.00	\$ 19,915.00	\$ 2,845.00	95%
Total	\$99,500.00	\$76,740.00	\$19,915.00	\$2,845.00	97%



Invoice

Invoice #: 16175.08209
Invoice Date: 9/19/2025
Due Date: 10/19/2025
Project: 16175.08 WA 36 2025 D...
P.O. Number: 00-07-2025
Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services WA #36 - Diamondhead Paving 2025 For work, as outlined, on the following streets: * Bayou Drive * Turnberry Way and Turnberry Ct * Turnberry Drive * Lola Street Services provided 08/01/2025 - 08/31/2025 PO #00-07-2025			
Task 1: Design Phase Services	0	42,600.00	0.00
Task 2: Bid and Construction Phase Services	0.35	56,900.00	19,915.00
Subtotal			19,915.00

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

Total \$19,915.00

Payments/Credits \$0.00

Balance Due \$19,915.00



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

Project Title		Kome Dr and Fairway Dr Drainage Project			
Project Number		16175.08			
Invoice #		16175.08-210			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Engineering and Design	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	100%
Surveying	\$ 72,000.00	\$ 72,000.00	\$ -	\$ -	100%
Permitting	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	100%
Bidding	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	100%
Construction Inspection and Administration	\$ 85,000.00	\$ 59,500.00	\$ 21,250.00	\$ 4,250.00	95%
Total	\$ 265,000.00	\$ 239,500.00	\$ 21,250.00	\$ 4,250.00	98%



Invoice

Invoice #: 16175.08210
Invoice Date: 9/19/2025
Due Date: 10/19/2025
Project: FP WA 1 - Fairway Dr an...
P.O. Number: 1-00-24-2023
Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services Kome Drive and Fairway Drive - FP WA 1 Services Provided 08/01/2025 - 08/31/2025 PO: 1-00-24-2023			
Task 1: Engineering and Design	0	70,000.00	0.00
Task 2: Surveying	0	72,000.00	0.00
Task 3: Permitting	0	28,000.00	0.00
Task 4: Bidding	0	10,000.00	0.00
Task 5: Construction Inspection and Administration	0.25	85,000.00	21,250.00

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

Total \$21,250.00

Payments/Credits \$0.00

Balance Due \$21,250.00



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

Project Title		Bank Stabilization Project			
Project Number		16175.08			
Invoice #		16175.08-208			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Surveying	\$ 120,000.00	\$ 108,000.00	\$ 6,000.00	\$ 6,000.00	95%
Engineering and Design	\$ 265,000.00	\$ 79,500.00	\$ 26,500.00	\$ 159,000.00	40%
Permitting	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	0%
Total	\$ 430,000.00	\$ 187,500.00	\$ 32,500.00	\$ 210,000.00	

 **COVINGTON**
CIVIL AND ENVIRONMENTAL
2300 14th Street
Gulfport, MS 39501

Invoice

Invoice #: 16175.08208
Invoice Date: 9/19/2025
Due Date: 10/19/2025
Project: FP WA 2 - Bank Stabiliz...
P.O. Number: 2023-0257
Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Fees Bank Stabilization Project FP WA 2 PO #2023-0257 Requisition #R-05205 Services Provided 07/01/2024 - 08/31/2025			
Surveying	0.05	120,000.00	6,000.00
Engineering and Design	0.1	265,000.00	26,500.00
Permitting	0	45,000.00	0.00

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

Total \$32,500.00

Payments/Credits \$0.00

Balance Due \$32,500.00



September 19, 2025

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

Re: Professional Services – City of Diamondhead Fairway Dr and Kome Dr Project

Dear Mr. McCraw:

Enclosed, for your review and approval, is the 16th invoice for the above referenced project Fairway Dr and Kome Dr, Invoice #16175.08-210 for 08/01/2025 – 08/31/2025.

We appreciate the opportunity to provide these services to the City of Diamondhead. If you have any questions on the attached invoice, please contact me at 228-396-0486.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in black ink, appearing to read "BB", with a stylized flourish extending from the end.

Ben Benvenuti, P.E.
Principal Engineer



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

Project Title Project Number Invoice #		Site Development Plan Review FY25			
		16175.08			
		16175.08-211			
	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Site Development Plan Review	\$ 25,000.00	\$ 10,618.75	\$ 905.95	\$ 13,475.30	46%
Total	\$ 25,000.00	\$ 10,618.75	\$ 905.95	\$ 13,475.30	46%



Invoice

Invoice #: 16175.08211

Invoice Date: 9/20/2025

Due Date: 10/20/2025

Project: WA 32 - Site Developme...

P.O. Number: 32-00-02-2025

Terms: Net 30

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services Site Development Plan Review FY 25 - WA 32 Services Provided 07/01/25 - 08/31/25			
Sarah McLellan, Professional Engineer	7.75	105.00	813.75
Suellen Radich, Administrative	0.75	80.00	60.00
Mileage, per mile	46	0.70	32.20
Subtotal			905.95

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

Total \$905.95

Payments/Credits \$0.00

Balance Due \$905.95

Covington Civil & Environmental, LLC

TIME AND EXPENSES

FILTERS USED :
Time Expense Date In : 1/1/1970 To 8/31/2025

and Bill Status In : Un Billed

and Project In : 16175.08 City of Diamondhead - | WA # 32 Site Development Plan Review

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
Sarah McLellan							
SERVICES							
16175.08 City of Diamondhead - WA # 32 Site Development Plan Review							
8/26/2025	Prof. Engineer:	Professional Engineer	1.00	0.00	\$105.00	\$105.00	A B
		87012 Beaux Vue Court Landscape Culvert Review					
8/19/2025	Prof. Engineer:	Professional Engineer	1.00	0.00	\$105.00	\$105.00	A B
		Review of Sanctuary Phase I plans					
8/14/2025	Prof. Engineer:	Professional Engineer	1.00	0.00	\$105.00	\$105.00	A B
		Sanctuary Phase 1 Inspection list, Review of 1860 Ala Moana Street					
8/13/2025	Prof. Engineer:	Professional Engineer	1.50	0.00	\$105.00	\$157.50	A B
		Sanctuary Phase 1 Inspection with City and Developer					
8/1/2025	Prof. Engineer:	Professional Engineer	0.50	0.00	\$105.00	\$52.50	A B
		108240 Kapalama Drive Landscape Culvert Review					
7/29/2025	Prof. Engineer:	Professional Engineer	0.75	0.00	\$105.00	\$78.75	A B
		Boozers Brew Site Plan Review, Provided comments to City					
7/25/2025	Prof. Engineer:	Professional Engineer	1.00	0.00	\$105.00	\$105.00	A B
		Boozers Brew Plan and Drainage Review, Submitted Comments to City					
7/2/2025	Prof. Engineer:	Professional Engineer	1.00	0.00	\$105.00	\$105.00	A B
		6541 Kiko Landscape Culvert Analysis					
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA # 32 Site Development Plan Review:			7.75	0.00		\$813.75	
Total Services:			7.75			\$813.75	

GROUPED BY Employee

Covington Civil & Environmental, LLC

TIME AND EXPENSES

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
Sarah McLellan							
EXPENSES							
16175.08 City of Diamondhead - WA # 32 Site Development Plan Review							
8/13/2025	Mileage :	Mileage	0.00	46.00	\$0.70	\$32.20	A B
Attended Sanctuary Phase 1 Site Inspection							
TOTAL EXPENSES FOR 16175.08 City of Diamondhead - WA # 32 Site Development Plan Review:			0.00	46.00		\$32.20	
Total Expenses:				46.00		\$32.20	
Total Services For Sarah McLellan:			7.75			\$813.75	
Total Expenses For Sarah McLellan:				46.00		\$32.20	
Suellen Radich							
SERVICES							
16175.08 City of Diamondhead - WA # 32 Site Development Plan Review							
7/16/2025	Administrative:	Administrative	0.75	0.00	\$80.00	\$60.00	A B
Financial Oversight/Review							
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA # 32 Site Development Plan Review:			0.75	0.00		\$60.00	
Total Services:			0.75			\$60.00	
Total Services For Suellen Radich:			0.75			\$60.00	
Grand Total Billable Services:			8.50			\$873.75	
Grand Total Billable Expenses :				46.00		\$32.20	

GROUPED BY Employee



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

Project Title Project Number Invoice #		On-Call Survey Services 16175.08 16175.08-212			
	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Site Survey Services	\$ 35,000.00	\$ 21,854.00	\$ 1,035.00	\$ 12,111.00	65%
Total	\$ 35,000.00	\$ 21,854.00	\$ 1,035.00	\$ 12,111.00	65%

 **COVINGTON**
CIVIL AND ENVIRONMENTAL
2300 14th Street
Gulfport, MS 39501

Invoice

Invoice #: 16175.08212

Invoice Date: 9/20/2025

Due Date: 10/20/2025

Project: WA 33 On-Call Survey S...

P.O. Number: WA 33 - 2025

Terms: Net 30

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services On-Call Survey Services - WA 33 Services Provided 07/01/25 - 08/31/25			
Suellen Radich, Administrative	0.75	80.00	60.00
Don Fayard, 1 Man RTP GPS Survey Crew	6.5	150.00	975.00
Subtotal			1,035.00

All payments are due by "Due Date" shown on invoice.
Finance fees will be charged for all payments received past
"Due Date". Please call 228-398-0486 with any questions
about invoice.

Total \$1,035.00

Payments/Credits \$0.00

Balance Due \$1,035.00

Covington Civil & Environmental, LLC

TIME AND EXPENSES

FILTERS USED :

Time Expense Date In : 1/1/1970 To 8/31/2025

and Bill Status In : Un Billed

and Project In : 16175.08 City of Diamondhead - | WA #33 On-Call Survey Services

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
Don Fayard							
SERVICES							
16175.08 City of Diamondhead - WA #33 On-Call Survey Services							
7/3/2025	1 Man RTK GPS:	1 Man RTK GPS Survey Crew	4.00	0.00	\$150.00	\$600.00	A B
		Topo Lilly Pond Ditch					
7/2/2025	1 Man RTK GPS:	1 Man RTK GPS Survey Crew	2.50	0.00	\$150.00	\$375.00	A B
		Survey for Drainage Make Drive @ Kalipekana Way.					
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA #33 On-Call Survey Services:			6.50	0.00		\$975.00	
Total Services:			6.50			\$975.00	
Total Services For Don Fayard:			6.50			\$975.00	
Suellen Radich							
SERVICES							
16175.08 City of Diamondhead - WA #33 On-Call Survey Services							
7/17/2025	Administrative:	Administrative	0.25	0.00	\$80.00	\$20.00	A B
		Financial Oversight/Review - Revised invoice for June 2025					
7/16/2025	Administrative:	Administrative	0.50	0.00	\$80.00	\$40.00	A B
		Financial Oversight/Review					
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA #33 On-Call Survey Services:			0.75	0.00		\$60.00	
Total Services:			0.75			\$60.00	
Total Services For Suellen Radich:			0.75			\$60.00	
Grand Total Billable Services:			7.25			\$1,035.00	

GROUPED BY Employee

Covington Civil & Environmental, LLC

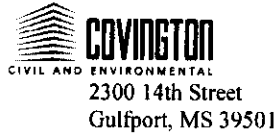
TIME AND EXPENSES

GROUPED BY **Employee**



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

Project Title Project Number Invoice #		Annual Unit Price Contract			
		16175.08			
		16175.08-213			
	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Site Development Plans and Reviews	\$ 30,000.00	\$ 19,875.80	\$ 1,645.65	\$ 8,478.55	72%
Total	\$ 30,000.00	\$ 19,875.80	\$ 1,645.65	\$ 8,478.55	72%



Invoice

Invoice #: 16175.08213

Invoice Date: 9/20/2025

Due Date: 10/20/2025

Project: WA 34 Annual Unit Price...

P.O. Number: WA 34 - 2025

Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services Annual Unit Price Contract - WA 34 Services Provided thru 08/31/2025			
Sarah McLellan, Professional Engineer	9.25	105.00	971.25
James Edwards, Project Engineer	6	95.00	570.00
Margaret Milner, Administrative	0.5	80.00	40.00
Mileage, per mile	92	0.70	64.40
Subtotal			1,645.65

All payments are due by "Due Date" shown on invoice.
Finance fees will be charged for all payments received past
"Due Date". Please call 228-398-0486 with any questions
about invoices.

Total \$1,645.65

Payments/Credits \$0.00

Balance Due \$1,645.65

Covington Civil & Environmental, LLC

TIME AND EXPENSES

FILTERS USED :
Time Expense Date In : 1/1/1970 To 8/31/2025

and Bill Status In : Un Billed

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

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
James Edwards							
SERVICES							
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
8/22/2025	Engineer I:	Engineer I	4.00	0.00	\$95.00	\$380.00	A B
	<i>Updated Certified Bid Tab</i>						
8/21/2025	Engineer I:	Engineer I	2.00	0.00	\$95.00	\$190.00	A B
	<i>Road Cut Specs</i>						
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract:			6.00	0.00		\$570.00	
Total Services:			6.00			\$570.00	
Total Services For James Edwards:			6.00			\$570.00	
Margaret Milner							
SERVICES							
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
8/19/2025	Administrative:	Administrative	0.50	0.00	\$80.00	\$40.00	A B
	<i>Financial administration and reporting</i>						
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract:			0.50	0.00		\$40.00	
Total Services:			0.50			\$40.00	
Total Services For Margaret Milner:			0.50			\$40.00	
Sarah McLellan							
SERVICES							
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
8/25/2025	Prof. Engineer:	Professional Engineer	2.00	0.00	\$105.00	\$210.00	A B

GROUPED BY Employee

Covington Civil & Environmental, LLC

TIME AND EXPENSES

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
Sarah McLellan							
SERVICES							
		<i>Finalized Certified Bid Tabulation and Recommendation of Award Letter</i>					
8/22/2025	Prof. Engineer:	Professional Engineer	1.50	0.00	\$105.00	\$157.50	A B
		<i>Unit Price Bid Opening and Certified Bid Tabulation</i>					
8/20/2025	Prof. Engineer:	Professional Engineer	2.00	0.00	\$105.00	\$210.00	A B
		<i>Created Bid Opening Documents Bid Tabulation and Sign In Sheet, Kiko Drainage Review and Recommendation, Asphalt Roadway Cut Specification</i>					
8/19/2025	Prof. Engineer:	Professional Engineer	1.00	0.00	\$105.00	\$105.00	A B
		<i>Submitted Addendum #1 for Unit Price Bid Package</i>					
8/7/2025	Prof. Engineer:	Professional Engineer	1.50	0.00	\$105.00	\$157.50	A B
		<i>Attended Pre-Bid Meeting at City of Diamondhead, 87010 Beaux Vue Court Landscape culvert review</i>					
8/5/2025	Prof. Engineer:	Professional Engineer	1.25	0.00	\$105.00	\$131.25	A B
		<i>Hoaka Lane Culvert Analysis, Kiko Pond Analysis</i>					
TOTAL SERVICES FOR 16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract:			9.25	0.00		\$971.25	
Total Services:			9.25			\$971.25	
EXPENSES							
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
8/22/2025	Mileage:	Mileage, per mile	0.00	46.00	\$0.70	\$32.20	A B
		<i>Attended Bid Opening for Unit Price Contract at City Hall</i>					
8/7/2025	Mileage :	Mileage	0.00	46.00	\$0.70	\$32.20	A B
		<i>Attended Pre-Bid Meeting for Unit Price Project at Diamondhead City Hall</i>					
TOTAL EXPENSES FOR 16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract:			0.00	92.00		\$64.40	
Total Expenses:				92.00		\$64.40	

GROUPED BY Employee

Covington Civil & Environmental, LLC

TIME AND EXPENSES

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
		Total Services For Sarah McLellan:	9.25			\$971.25	
		Total Expenses For Sarah McLellan:		92.00		\$64.40	
		Grand Total Billable Services:	15.75			\$1,581.25	
		Grand Total Billable Expenses :		92.00		\$64.40	

GROUPED BY Employee



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

Project Title Project Number Invoice #		West Aloha Roadway Improvements Project			
		16175.08			
		16175.08-215			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Surveying and Engineering, Design and Permitting	\$ 168,000.00	\$ 20,160.00	\$ 13,440.00	\$ 134,400.00	20%
Total	\$ 168,000.00	\$ 20,160.00	\$ 13,440.00	\$ 134,400.00	20%

COVINGTON
CIVIL AND ENVIRONMENTAL
2300 14th Street
Gulfport, MS 39501

Invoice

Invoice #: 16175.08215

Invoice Date: 9/22/2025

Due Date: 10/22/2025

Project: FP WA 12 - West Aloha

P.O. Number: 00-08-2025

Terms: Net 30

Bill To

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Surveying Services West Aloha Roadway Improvements Project Services Provided through 08/31/2025			
Task 1: Surveying and Engineering, Design and Permitting	0.08	168,000.00	13,440.00

All payments are due by "Due Date" shown on invoice.
Finance fee will be charged for all payments received past
"Due Date". Please call 228-395-0486 with any questions
about invoice.

Total \$13,440.00

Payments/Credits \$0.00

Balance Due \$13,440.00



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

Project Title Project Number Invoice #		East Aloha Phase II Sidewalks			
		16175.08			
		16175.08-214			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Engineering and Design	\$49,000.00	\$15,680.00	\$3,920.00	\$29,400.00	40%
Task 2: Surveying	\$21,000.00	\$18,900.00	\$2,100.00	\$0.00	100%
Task 3: Bidding	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0%
Total	\$76,000.00	\$34,580.00	\$6,020.00	\$35,400.00	53%

COVINGTON
CIVIL AND ENVIRONMENTAL
2300 14th Street
Gulfport, MS 39501

Invoice

Invoice #: 16175.08214

Invoice Date: 9/22/2025

Due Date: 10/22/2025

Project: 16175.08 WA 16 E Aloha...

P.O. Number:

Terms: Net 30

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Fees East Aloha Phase II Sidewalks - WA 16 Services provided 08/01/2025 - 08/31/2025			
Engineering and Design	0.08	49,000.00	3,920.00
Surveying	0.1	21,000.00	2,100.00
Bidding	0	6,000.00	0.00
Subtotal			6,020.00

All payments are due by "Due Date" shown on invoice.
Finance fee will be charged for all payments received past
"Due Date". Please call 228-395-0486 with any questions
about invoice.

Total \$6,020.00

Payments/Credits \$0.00

Balance Due \$6,020.00

2025

Item No.12.



September 23, 2025

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

**Re: Pay Application #7
Kome Drive and Kalipekona Pond Drainage Project
JLB Contractors, LLC**

Dear Mr. McCraw:

Enclosed, please find Pay Application #7 to be considered for approval by the City Council at the next meeting. The Application includes the period from 08/01/2025 to 08/31/2025. At the end of the application period, we are approximately 99% complete on contract value and 100% on contract time.

I have reviewed this pay application and find that it is an accurate request according to the amount of work that has been completed since the project began. With that said, I recommend that the Council approve payment to JLB Contractors, LLC, in the amount of \$164,296.05. Please do not hesitate to contact me should you have any questions.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Nathan Long

Nathan Long, E.I.
Project Engineer

Enclosures: JLB Pay Application #7 Signed

Fax: (228) 396-0487

2300 14th Street
Gulfport, Mississippi 39501

Phone: (228) 396-0486

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

TO: City of Diamondhead
5000 Circle Drive
Diamondhead, MS 39525

PROJECT: Kome Dr and Kallipekona Pond
Drainage Project

APPLICATION NO: 7
APPLICATION DATE: 08/31/25
PERIOD TO: 08/01/25 | 08/31/25
PROJECT NO: 16175FP WA 1

FROM CONTRACTOR:

JLB Contractors, LLC.
21294 Johnson Road
Long Beach, MS 39560

CONTRACT DATE: 12/17/24

CONTRACT FOR: Pond & Drainage Project

OWNER: City of Diamondhead

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 1,236,395.00
2. Net change by Change Orders	(\$16,137.07)
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 1,220,257.93
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 1,204,027.58
5. RETAINAGE:	
a. 5% of Completed Work (Column D + E on G703)	\$ 60,201.38
b. 5% of Stored Material (Column F on G703)	\$0.00
TOTAL RETAINAGE (Lines 5a + 5b or Total in Column I of G703)	\$60,201.38
6. TOTAL EARNED LESS RETAINAGE	\$ 1,143,826.21
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$979,530.16
8. CURRENT PAYMENT DUE	\$ 164,296.05
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$76,431.72

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order #1		\$10,377.07
Change Order #2- Time request Only		
Change Order #3		\$5,760.00
TOTALS:	\$0.00	\$16,137.07
NET CHANGES by Change Order:	(\$16,137.07)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: JLB Contractors, LLC.

By: *[Signature]* Date: 9-19
State of: Mississippi County of: Hancock
Subscribed and sworn to before me this 19th day of September, 2025
Notary Public: *[Signature]*

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$164,296.05

(Attach explanation if amount certified differs from amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ENGINEER:

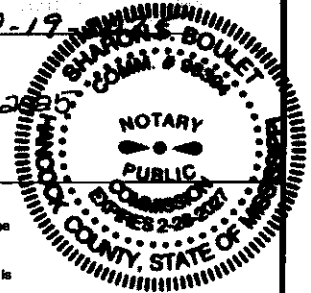
By: *Nathan Long* Date: 09/23/2025

This Certificate is not negotiable. the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Owner: (If applicable)

By: _____ Date: _____

AIA DOCUMENT G702 APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER ADVISER 1992 EDITION AIA
THE AMERICAN INSTITUTE OF ARCHITECTS, 1745 NEW YORK AVE. N.W. WASHINGTON, DC 20006-5292
Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401- Certification of Document's Authenticity



CONTINUATION SHEET				AIA DOCUMENT G703				PAGE TWO OF TWO PAGES										
AIA DOCUMENT G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.												APPLICATION NO: 7						
In tabulations below, amounts are stated to the nearest dollar.												APPLICATION DATE: 08/31/25						
Use Column I on Contracts where variable retainage for line items may apply.												PERIOD TO: 08/01/25 08/31/25						
												PROJECT NO: 16175FP WA 1						
A	B			C		D1	D2	D3	E1		E2	F	G	H		I		
ITEM	DESCRIPTION OF WORK	#UNITS	UNITS OF MEASURE	UNIT PRICE	SCHEDULED VALUE (UNITS*U-PRICE)	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	MATERIALS PRESENTLY STORED (NOT IN E1 OR E2)	TOTAL COMPLETED AND STORED TO DATE (E1+E2+F)	% (G/C)	BALANCE TO FINISH - UNITS	BALANCE TO FINISH - VALUE	RETAINAGE IF APPL.	
						TO DATE (D2+D3)	PREVIOUS APPL.	THIS PERIOD	PREVIOUS APPL.	THIS PERIOD	PREVIOUS APPL.							THIS PERIOD
01505-1	Mobilization	LS	1	\$120,000.00	\$120,000.00	1.00	0.00	0.00	\$	63,800.00	\$	56,400.00	\$	120,000.00	100%	0.00	\$	6,000.00
02050-1	Demolition - Kome Drive	LS	1	\$85,000.00	\$85,000.00	1.00	1.00	0.00	\$	85,000.00	\$	-	\$	85,000.00	100%	0.00	\$	3,250.00
02050-2	Demolition - Kalipekone Way	LS	1	\$25,000.00	\$25,000.00	1.00	1.00	0.00	\$	25,000.00	\$	-	\$	25,000.00	100%	0.00	\$	1,250.00
02226-1	Ditch Excavation and Grading	LF	125	\$15.00	\$1,875.00	90.00	90.00	0.00	\$	1,350.00	\$	-	\$	1,350.00	72%	35.00	\$	67.50
02226-2	Borrow Excavation, LVM (CO#1)	CY	800	\$25.00	\$20,000.00	799.55	799.55	0.00	\$	19,988.75	\$	-	\$	19,988.75	100%	0.45	\$	999.44
02226-3	Excess Excavation, LVM (CO#1)	CY	900	\$25.00	\$22,500.00	822.84	822.84	0.00	\$	20,566.00	\$	-	\$	20,566.00	89%	77.96	\$	1,828.30
02234-1	Size 610 Crushed Stone Base (CO#1)	CY	130	\$145.00	\$18,850.00	103.51	90.86	12.65	\$	13,174.70	\$	1,834.25	\$	15,008.95	80%	25.49	\$	750.45
02295-1	Silt Fence (CO#1)	LF	2000	\$5.00	\$10,000.00	1910.00	1910.00	0.00	\$	9,690.00	\$	-	\$	9,690.00	91%	300.00	\$	402.50
02295-2	Wattles	LF	350	\$6.50	\$2,275.00	394.00	214.00	180.00	\$	2,041.00	\$	520.00	\$	2,561.00	113%	-44.00	\$	128.05
02512-1	1.5" 9.50-mm, ST, Asphalt Pavement	SY	210	\$50.00	\$10,500.00	210.00	0.00	210.00	\$	-	\$	10,500.00	\$	10,500.00	100%	0.00	\$	525.00
02512-2	1.5" 12.50-mm, ST, Asphalt Pavement	SY	210	\$50.00	\$10,500.00	210.00	0.00	210.00	\$	-	\$	10,500.00	\$	10,500.00	100%	0.00	\$	525.00
02512-3	Traffic Markings	LF	200	\$40.00	\$8,000.00	80.00	0.00	80.00	\$	-	\$	3,600.00	\$	3,600.00	45%	160.00	\$	160.00
02522-1	Concrete Drive Repair	SY	705	\$100.00	\$70,500.00	705.00	705.00	0.00	\$	70,500.00	\$	-	\$	70,500.00	100%	0.00	\$	3,525.00
02721-1	Reinforced Cast-in-Place Concrete (CO#3)	CY	80	\$4,000.00	\$160,000.00	32.81	29.85	2.96	\$	138,880.00	\$	11,440.00	\$	150,320.00	100%	-2.96	\$	8,508.00
02721-2	Castings/Gratings for Concrete Structures	LBS	2100	\$8.50	\$17,850.00	1676.00	1676.00	0.00	\$	16,844.00	\$	-	\$	16,844.00	80%	424.00	\$	544.70
02722-1	18" RCP (CO#1)	LF	34	\$100.00	\$3,400.00	34.00	34.00	0.00	\$	3,400.00	\$	-	\$	3,400.00	100%	0.00	\$	170.00
02722-2	24" RCP (CO#1)	LF	37	\$100.00	\$3,700.00	37.00	37.00	0.00	\$	3,700.00	\$	-	\$	3,700.00	100%	0.00	\$	185.00
02722-3	44"x27" RCP (CO#1)(CO#2)	LF	48	\$180.00	\$8,640.00	48.00	48.00	0.00	\$	8,640.00	\$	-	\$	8,640.00	100%	0.00	\$	432.00
02722-4	36" RCP (CO#1)(CO#3)	LF	296	\$150.00	\$44,400.00	296.00	296.00	0.00	\$	44,400.00	\$	-	\$	44,400.00	100%	0.00	\$	2,220.00
02723-1	18" HDPE Drain Pipe (CO#1)	LF	263	\$70.00	\$18,410.00	263.00	263.00	0.00	\$	18,410.00	\$	-	\$	18,410.00	100%	0.00	\$	920.50
02723-2	24" HDPE Drain Pipe (CO#1)	LF	631.5	\$90.00	\$56,835.00	631.50	631.50	0.00	\$	56,835.00	\$	-	\$	56,835.00	100%	0.00	\$	2,841.75
02723-3	18" Nyloplast Basin (All Sizes) Includes casting	EA	4	\$2,500.00	\$10,000.00	4.00	4.00	0.00	\$	10,000.00	\$	-	\$	10,000.00	100%	0.00	\$	800.00
02723-4	24" Nyloplast Basin (All Sizes) Includes casting (CO#1)	EA	10	\$3,000.00	\$30,000.00	10.00	10.00	0.00	\$	30,000.00	\$	-	\$	30,000.00	100%	0.00	\$	1,500.00
02762-1	Loose Riprap, on Geotextile Fabric	CY	95	\$120.00	\$11,400.00	95.01	0.00	95.01	\$	-	\$	11,521.50	\$	11,521.50	101%	-0.01	\$	578.08
02931-1	Solid Sod (CO#3)	SY	2500	\$8.00	\$20,000.00	2500.00	2100.00	400.00	\$	16,800.00	\$	3,200.00	\$	20,000.00	100%	0.00	\$	1,000.00
02931-2	Hydroseeding	SY	1000	\$2.00	\$2,000.00	2334.88	0.00	2334.88	\$	-	\$	4,669.76	\$	4,669.76	233%	-1334.88	\$	233.48
02935-1	Maintenance of Traffic	LS	1	\$35,000.00	\$35,000.00	1.00	0.00	0.20	\$	28,000.00	\$	7,000.00	\$	35,000.00	100%	0.00	\$	1,750.00
M-1	W-Shaped Guardrail w/ End Sections	LF	80	\$150.00	\$12,000.00	80.00	0.00	80.00	\$	-	\$	12,000.00	\$	12,000.00	100%	0.00	\$	600.00
W-1a	Water Main Adjustment	EA	1	\$10,000.00	\$10,000.00	1.00	1.00	0.00	\$	10,000.00	\$	-	\$	10,000.00	100%	0.00	\$	600.00
W-1b	Water Service Line Adjustment (CO#1)	EA	3	\$3,000.00	\$9,000.00	3.00	3.00	0.00	\$	9,000.00	\$	-	\$	9,000.00	100%	0.00	\$	450.00
W-1c	Irrigation Line Protection/Relocation (CO#1)	EA	10	\$1,500.00	\$15,000.00	10.00	10.00	0.00	\$	15,000.00	\$	-	\$	15,000.00	100%	0.00	\$	750.00
35310-2	Pond Dredging and Disposal to 7.5 Elevation (CO#1)	CY	11186	\$30.00	\$335,580.00	10715.00	9308.40	1316.60	\$	261,852.00	\$	39,558.00	\$	321,450.00	98%	471.00	\$	16,072.50
G01-1	Anchoring Systems (CO #1)	LS	1	\$42,242.83	\$42,242.83	1.00	1.00	0.00	\$	42,242.83	\$	-	\$	42,242.83	100%	0.00	\$	2,112.14
C03-1	Additional Dewatering (CO #3)	LS	1	\$34,000.00	\$34,000.00	0.00	1.00	0.00	\$	34,000.00	\$	-	\$	34,000.00	100%	0.00	\$	1,700.00
TOTAL					\$1,220,257.83				\$	1,031,064.38	\$	172,943.21	\$	1,204,027.59		146.00	\$	60,301.38

EXHIBIT "C"**WORK ASSIGNMENT
WORK ASSIGNMENT NO 37****PROJECT NUMBER: - Diamondhead Paving 2026**

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Covington Civil and Environmental, LLC on the 29th day of October 2021.

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

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

**SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR
PHASE**

The City has requested Covington assist the City with the Diamondhead Paving 2026 project. The scope of work includes design services to develop typical pavement sections, extents of paving, bid documents (plans and specifications), bidding phase services and construction inspection services. The streets to be included in this task order are listed below:

- **Op La Way (Southern Connection from Bayou Drive to Op La Place)**
 - base repair (as needed) and asphalt overlay
- **Ieke Drive (from Amoka Drive to Analii Street) and Analii Steet to Diamondhead Drive North**
 - base repair (as needed) and asphalt overlay
- **Ahoni Street and Aila Street (from Diamondhead Drive East to Akamu Court)**
 - base repair (as needed) and asphalt overlay
- **Cherryhill Drive**
 - base repair (as needed) and asphalt overlay
- **Aulena Place**
 - base repair (as needed) and asphalt overlay

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

Task 2: Bid and Construction Phase Services: Covington will assist the City in issuing the bid documents for bidding. Covington will hold a pre-bid conference for potential contractors, will address questions raised by contractors, will prepare any necessary addendums, and will open submitted bids on bid date. Covington will then tabulate the bids, review contractor qualifications, and assist the city with contractor selection.

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

Task	Fee
1. Design Phase Services	\$ 80,0000
2. Bid and Construction Phase Services	\$ 62,0000

WORK ASSIGNMENT TERM [No new Work Assignments shall be executed after *October 31, 2025.*]

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until *December 30, 2026*, at 11:59 P.M. CDT.

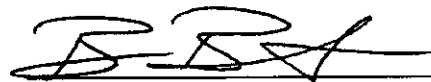
DBEGOAL

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

KEY PERSONNEL

CITY

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



Ben Benvenuti, P.E., Principal Engineer

MAXIMUM ALLOWABLE COST**Contract Maximums:**

Under no circumstances shall the amount payable by the City for this assignment exceed \$142,000.00 (Total of all Charges) without the prior written consent of both parties. Project will be billed monthly based on a percentage complete of the lump sum cost of each phase.

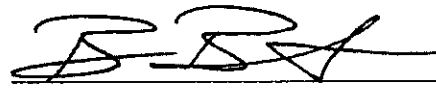
Both parties hereto represent that they have authority to enter into Work Assignment No. 37, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE _____ DAY OF _____ -

City of Diamondhead

Signature

Covington Civil and Environmental



Signature

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

ATTEST: _____

MJP Design Group, PLLC

Friday, August 8, 2025
REV 0: Issued for Construction

**SECTION 001113
ADVERTISEMENT FOR BIDS
RFP 2025-013**

FROM:**1.01 THE CITY OF DIAMONDHEAD (HEREINAFTER REFERRED TO AS CITY OF DIAMONDHEAD):**

- A. City of Diamondhead
- B. Address:
Shepherd Square
Diamondhead, Mississippi 39525

1.02 AND THE ENGINEER (HEREINAFTER REFERRED TO AS ENGINEER):

- A. Machado Patano & MJP Design Group
- B. Address:
918 Howard Avenue, Suite F
Biloxi, MS 39530
228-388-1950 (Phone)
228-388-1971 (Fax)
www.mpdesigngroup.us (Official Web Site)

1.03 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to City of Diamondhead for construction of a Shepherd Square Dog Park located at:
Shepherd Square
Diamondhead, Mississippi 39525
Before 10:00 am local standard time on the 13th day of November, 2025, for:
- B. Project Name: Shepherd Square Dog Park
- C. Project Number: 0275.20.004
- D. Project Description: This project consists of the construction of a new dog park including but not limited to, chain link fencing, entry features, drainage improvements, minor grading and splash pad with associated appurtenances as described in the Construction Documents and Specifications.
- E. Plans and specifications are being made available via hard copy or digital download. Plan Holders are required to log-in or register for an account to view or order bid documents at www.diamondheadbids.com. Bid documents are non-refundable and must be purchased through the website. Questions regarding website registration and online orders, please contact Plan House at 228-248-0181. No partial sets of drawings or project manuals will be issued. No contract documents (hard copies or electronic copies) will be issued to Contractors within twenty-four (24) hours of the time indicated above for receiving bids.
- F. Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount or a certified check for a sum no less than 5 percent of the Bid Amount.
- G. Refer to other bidding requirements described in Document 002113 - Instructions to Bidders and Document 003100 - Available Project Information.
- H. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.
- I. If Bids are mailed or hand delivered, then they must be contained in a sealed envelope marked on the outside with the project name. They must be on file as received or delivered by the time stated above to the address of the Owner stated above. Do not deliver Bids to the project address or the Engineer's address.

MJP Design Group, PLLC

Friday, August 8, 2025
REV 0: Issued for Construction

- J. Bids must be submitted upon the standard forms contained within the contract documents furnished by the Engineer for the City of Diamondhead, Mississippi, noted in the Instructions to Bidders. Bids submitted shall be in letter form in a sealed envelope and outside of envelope shall be marked plainly Shepherd Square Dog Park RFP 2025-013 and shall be addressed to Jeannie Klein, City Clerk, City of Diamondhead at 5000 Diamondhead Circle, Diamondhead, Mississippi 39525 or for those interested, bids can be electronically submitted at www.diamondheadbids.com under the project page. No oral, telegraphic, telephonic, or e-mail proposals will be considered. Each bidder shall write his Name, his Address, and his Certificate of Responsibility number/or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$50,000) on the outside of the sealed envelope containing his proposal. If submitting electronically, please include this information on a cover page with your bid submission. All interpretations of drawings and specifications shall be directed in writing to Jason Polite at jpolite@mpdesigngroup.us. An acknowledged received copy of all Addenda issued by the Engineer via Plan House must be included with the bid proposal.
- K. Bids in excess of \$50,000.00 must be marked on the outside of the envelope with the contractor's Mississippi certificate of responsibility number as issued by the Mississippi Board of Contractors.
- L. Your offer will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.
- M. The Owner reserves the right to accept or reject any or all offers.
- N. Per the Mississippi Law, MS Code 31-3-21(3); any bid submitted by a non-resident contractor which does not include the non-resident contractor's current state law pertaining to such state's treatment of non-resident contractors, shall be rejected and not considered for award. If no such law exists in the non-resident contractor's state, then the non-resident contractor may provide statement to that effect.

END OF SECTION



September 29, 2025

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

RE: Coon Branch Drainage Improvements – Phase 1
Pay Application #2

Dear Mr. McCraw,

Please find attached Pay Application #2 for SCI, LLC for the amount due of \$130,940.10 for work completed for the Coon Branch Drainage Improvements – Phase 1 project. Pay Application #2 has been reviewed, approved, and payment is recommended.

Thank you for your consideration with this matter and if you should have any questions or need any additional information do not hesitate to contact me at (228) 467-6755 or jason@chiniche.com.

Sincerely,

A handwritten signature in blue ink that reads "Jason Chiniche, P.E.".

Jason Chiniche, P.E.
Project Engineer

APPLICATION AND CERTIFICATION FOR PAYMENT**AIA DOCUMENT G702**

PAGE ONE OF 2 PAGES

TO OWNER: The City of Diamondhead

PROJECT: Coon Branch Drainage
Improvements - Phase 1
17-057-00-11-2023

APPLICATION NO: 2

Distribution to:

☒	OWNER
☐	PROJECT MANAGER/ARCHITECT
☐	CONTRACTOR
☐	
☐	

PERIOD TO: 08/20 - 09/20/25

FROM CONTRACTOR: SCI, LLC

VIA : PROJECT MANAGER

PROJECT NOS: 17-057-00-11-2023

CONTRACT FOR: Coon Branch Drainage Improvements - Phase 1

CONTRACT DATE: 4/28/2025

CONTRACTOR'S APPLICATION FOR PAYMENTApplication is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Natasha Dent Date: 9/23/2025

1. ORIGINAL CONTRACT SUM	\$	1,259,468.20
2. Net change by Change Orders	\$	9,375.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1,268,843.20
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	335,762.42
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	\$15,799.71
b. 5 % of Stored Material (Column F on G703)	\$	\$ 988.41
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	16,788.12
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	318,974.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	188,034.20
8. CURRENT PAYMENT DUE	\$	130,940.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	949,868.90

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 130,940.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Jason Chinicle, P.E. Date: 9/29/25

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$9,375.00	
TOTALS	\$9,375.00	\$0.00
NET CHANGES by Change Order	\$9,375.00	

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - ©1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

Note: Items in RED FONT are automatically calculated from the G703 form or from items within this G702 Form. Do NOT hand enter these items on this sheet.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 2

Contractor's signed certification is attached.

APPLICATION DATE: 9/23/2025

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 08/20 - 09/20/25

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E)	%(G - C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D - E)	THIS PERIOD					
1	Mobilization	\$ 116,201.70	\$62,748.92	\$0.00		\$62,748.92	54.00%	\$53,452.78	\$3,137.45
2	Maintenance of Traffic	\$ 35,702.50	\$5,105.46	\$5,105.46		\$10,210.92	28.60%	\$25,491.59	\$510.55
3	Removal of Driveway - all types & thickness	\$ 6,120.00	\$0.00	\$0.00		\$0.00		\$6,120.00	\$0.00
4	Removal of Roadway - all types & thickness	\$ 3,024.00	\$590.40	\$0.00		\$590.40	19.52%	\$2,433.60	\$29.52
5	Removal & Reinstall Mailboxes, Street Signs, & Others	\$ 24,240.00	\$3,636.00	\$0.00		\$3,636.00	15.00%	\$20,604.00	\$181.80
6	Removal of Existing Fencing	\$ 7,200.00	\$0.00	\$13,122.00		\$13,122.00	182.25%	(\$5,922.00)	\$656.10
7	Removal of Existing Pipe	\$ 18,000.00	\$720.00	\$0.00		\$720.00	4.00%	\$17,280.00	\$36.00
9	Construction Entrance	\$ 5,691.80	\$0.00	\$0.00		\$0.00		\$5,691.80	\$0.00
10	Silt Fence	\$ 4,700.00	\$23.50	\$0.00		\$23.50	0.50%	\$4,676.50	\$1.18
11	Straw Wattles	\$ 3,000.00	\$0.00	\$0.00		\$0.00		\$3,000.00	\$0.00
12	Clearing & Grubbing	\$ 4,500.00	\$9,508.50	\$22,869.00		\$32,377.50	719.50%	(\$27,877.50)	\$1,618.88
13	24" RCP	\$ 28,647.00	\$2,546.40	\$3,395.20		\$5,941.60	20.74%	\$22,705.40	\$297.08
14	36" RCP	\$ 11,316.00	\$29,421.60	\$0.00		\$29,421.60	260.00%	(\$18,105.60)	\$1,471.08
15	22.5"x36" RCAP	\$ 7,200.00	\$0.00	\$0.00		\$0.00		\$7,200.00	\$0.00
16	27"x44" RCAP	\$ 7,200.00	\$0.00	\$0.00		\$0.00		\$7,200.00	\$0.00
17	15" HDPE	\$ 2,268.00	\$0.00	\$0.00		\$0.00		\$2,268.00	\$0.00
18	18" HDPE	\$ 16,060.00	\$0.00	\$0.00		\$0.00		\$16,060.00	\$0.00
19	24" HDPE	\$ 27,328.00	\$0.00	\$0.00		\$0.00		\$27,328.00	\$0.00
20	36" HDPE	\$ 179,010.00	\$10,296.00	\$0.00	\$7,203.28	\$17,499.28	9.78%	\$161,510.72	\$874.96
21	24" Flared End Section	\$ 8,555.00	\$855.50	\$0.00		\$855.50	10.00%	\$7,699.50	\$42.78
22	36" Flared End Section	\$ 1,461.60	\$1,461.60	\$0.00		\$1,461.60	100.00%	\$0.00	\$73.08
23	22.5"x36" Flared End Section	\$ 2,414.40	\$0.00	\$0.00		\$0.00		\$2,414.40	\$0.00
24	27"x44" Flared End Section	\$ 1,597.90	\$0.00	\$0.00		\$0.00		\$1,597.90	\$0.00
25	Storm Drain Inlet	\$ 26,250.00	\$10,312.50	\$937.50		\$11,250.00	42.86%	\$15,000.00	\$562.50
26	Beehive Catch Basin	\$ 86,250.00	\$0.00	\$0.00	\$12,565.00	\$12,565.00	14.57%	\$73,685.00	\$628.25
27	Driveway Straight Headwall	\$ 90,000.00	\$0.00	\$0.00		\$0.00		\$90,000.00	\$0.00
28	Concrete Headwall	\$ 6,250.00	\$0.00	\$6,250.00		\$6,250.00	100.00%	\$0.00	\$312.50
29	Utility Adjustment	\$ 159,108.00	\$10,607.20	\$5,303.60		\$15,910.80	10.00%	\$143,197.20	\$795.54
30	31"x51" RCAP	\$ 15,816.00	\$0.00	\$0.00		\$0.00		\$15,816.00	\$0.00
31	42" RCP	\$ 12,270.00	\$0.00	\$0.00		\$0.00		\$12,270.00	\$0.00
32	42" Flared End Section	\$ 2,976.80	\$0.00	\$0.00		\$0.00		\$2,976.80	\$0.00
33	Conflict Box	\$ 22,889.00	\$0.00	\$0.00		\$0.00		\$22,889.00	\$0.00
34	Grade Swale	\$ 82,773.00	\$0.00	\$0.00		\$0.00		\$82,773.00	\$0.00
35	Grade Outfall Ditch	\$ 16,550.00	\$7,017.20	\$9,400.40		\$16,417.60	99.20%	\$132.40	\$820.88
36	Asphalt Pavement Repair	\$ 18,125.00	\$0.00	\$0.00		\$0.00		\$18,125.00	\$0.00
37	Base Repair	\$ 7,110.00	\$995.40	\$0.00		\$995.40	14.00%	\$6,114.60	\$49.77
38	Select Backfill	\$ 14,900.00	\$0.00	\$2,950.20		\$2,950.20	19.80%	\$11,949.80	\$147.51
39	Concrete Driveway	\$ 45,562.50	\$0.00	\$0.00		\$0.00		\$45,562.50	\$0.00
40	Gravel Driveway	\$ 1,570.00	\$0.00	\$0.00		\$0.00		\$1,570.00	\$0.00
41	100-lb Riprap	\$ 64,650.00	\$0.00	\$0.00		\$0.00		\$64,650.00	\$0.00
42	200-lb Riprap	\$ 25,860.00	\$42,084.56	\$39,355.04		\$81,439.61	314.93%	(\$55,579.61)	\$4,071.98

43	4' Wood Fence	\$ 626.00	\$0.00	\$0.00	\$0.00	\$626.00	\$0.00
44	6' Wood Fence	\$ 11,894.00	\$0.00	\$0.00	\$0.00	\$11,894.00	\$0.00
45	Placement of Sod	\$ 24,200.00	\$0.00	\$0.00	\$0.00	\$24,200.00	\$0.00
46	Placement of Seed	\$ 2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$0.00
47	Change Order #1	\$ 9,375.00	\$0.00	\$9,375.00	\$9,375.00	\$0.00	\$468.75
GRAND TOTALS		\$1,268,843.20	\$197,930.74	\$118,063.40	\$19,768.28	\$335,762.42	\$933,080.78
						100.00%	\$16,788.12

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

2025-247

Item No.16.



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

Equipment Disposition Request

Department : ADMINISTRATION

Fixed Asset #	Description of Item	Quantity Disposed	Month/Yr Purchased	Asset Tag #	Unit Cost	Net Asset Value	Equipment Condition	Recommended Disposition Method/Action
00000010	Optiplex 790 Server	1	10/2012	010	4,493.16	0.00	P	Decommission/destroy
00000496	Power Edge Server/w rack	1	01/2019	496	5,006.69	0.00	P	Decommission/destroy
00000506	CyberPower UPS/Battery	1	01/2019	506	595.00	0.00	P	destroy

Approval Signature

Date

Department Head : _____

FA Coordinator : *C. Koenig*

City Manager : _____

9/29/25

Physical Condition Guide:

P - Poor
 F- Fair
 G- Good
 E- Excellent
 U - Unknown

City of Diamondhead
Budget Adjustments
For the Fiscal Year Ending September 30, 2026

Budget Entry				Adjustment Amount	
<u>No. (InCode)</u>	<u>Account</u>	<u>Account Name</u>	<u>Acct Type</u>	-	<u>Description</u>
2026-001	001-000-254.00	Grant Revenue -other	Revenue	(131,306.40)	FEMA - Generator Grant
	001-301-907.00	Capital Outlay Other	Expense	129,534.00	Generator Purchase
	001-301-907.00	Capital Outlay Other	Expense	27,272.40	Miscellaneous
	001-301-917.00	Capital Outlay Mobile	Expense	(25,500.00)	local match for generators
	001-200-907.00	Capital Outlay - Other	Expense	(26,000.00)	Body Warn Camera Annual Payment
	001-200-917.00	Capital Outlay - Mobile	Expense	(24,520.25)	Annual Taser Payment
	001-200-918.00	Capital Outlay - Officer's Equipment	Expense	50,520.25	Camera/Taser Payment (Taser 23, 24, 25)
	302-301-602.00	Professional Fees Engineering	Expense	46,728.62	Engineering Paving 2026 (GO Bond Fund Balance reduction)
				156,806.40	(207,326.65)



2025-249

Item No.18.

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

September 29, 2025

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

RE: Generators for Public Works (Lease Purchase Financing)

A reverse auction was held for the purchase of a stationary generator and mobile generator with light tower for the public works department. Attached is the bid tabulation of the responses received. It is my recommendation to award the low bid received from Taylor Power Systems in the amount of \$41,313.00 for the 125kW standby generator and to award to Energy Systems Southeast, LLC (ESSE, LLC) in the total amount of \$88,221.00 for the purchase of one (1) 45kW trailer mounted generator (\$74,605.50) with alternate integrated light tower (\$13,615.50.)

Thank you in advance for your favorable consideration in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeannie Klein", is written over a faint, larger signature.

Jeannie Klein
City Clerk



Reverse Auction Bid Tabulation
City of Diamondhead
Three (3) Generators

Reverse Auction Start Date/Time	July 11, 2025 at 11:00 AM Central Time
Reverse Auction End Date/Time	July 11, 2025 at 11:30 AM Central Time

Best Bid Summary					
Vendor	Taylor Power Systems	Puckett Power Systems	ECB Solutions LLC	ESSE,LLC	Nixon Power Services
45 kW Trailer Mounted, Mobile Prime Duty Generator (QTY:2)	\$126,720.00	\$126,500.00	\$134,200.00	\$149,211.00	\$163,570.00
125kW Standby Generator System	\$41,313.00	\$46,400.00	\$52,200.00	\$53,300.00	\$61,805.00
Total Bid Amount	\$168,033.00	\$172,900.00	\$186,400.00	\$202,511.00	\$225,375.00
(Alternate) Integrated Light Towers for 45 kW Mobile Prime Duty Generators (QTY: 2)	No Bid	No Bid	No Bid	\$27,231.00	No Bid
Delivery Time	3-4 weeks on the Mobile and 20-22 weeks on the stand by diesel	The two mobile units are currently in stock. The 125kW unit currently has a lead time of 24 weeks.	6-8 weeks for the towable generators. 15-18 weeks for the standby generator	12-22 Weeks	150REOZJF Lead time: 17 - 21 weeks ARO. QAS70 Lead time: 4 - 8 weeks ARO

Full Bid History

Time of bid	Taylor Power Systems,	Puckett Power Systems	ECB Solutions LLC	ESSE,LLC	Nixon Power Services
125kW Standby Generator System (Per Unit Price) (QTY:2)					
Qualification Bids		\$ 66,000.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
Auction Start		\$ 66,000.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:00:53	\$ 79,602.00	\$ 66,000.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:01:15	\$ 69,730.00	\$ 66,000.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:01:45	\$ 66,695.00	\$ 66,000.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:02:11	\$ 64,695.00	\$ 66,000.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:02:54	\$ 64,695.00	\$ 65,200.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:03:14	\$ 64,695.00	\$ 64,500.00	\$ 71,000.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:04:20	\$ 64,695.00	\$ 64,500.00	\$ 68,400.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:07:19	\$ 63,360.00	\$ 64,500.00	\$ 68,400.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:07:42	\$ 63,360.00	\$ 64,250.00	\$ 68,400.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:08:06	\$ 63,360.00	\$ 64,250.00	\$ 67,100.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:08:23	\$ 63,360.00	\$ 63,775.00	\$ 67,100.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:08:42	\$ 63,360.00	\$ 63,500.00	\$ 67,100.00	\$ 74,605.50	\$ 81,785.00
2025-07-11 11:08:55	\$ 63,360.00	\$ 63,250.00	\$ 67,100.00	\$ 74,605.50	\$ 81,785.00
125kW Standby Generator System (Per Unit Price) (QTY:1)					
Qualification Bids		\$ 46,400.00	\$ 55,800.00	\$ 53,300.00	\$ 61,805.00
Auction Start		\$ 46,400.00	\$ 55,800.00	\$ 53,300.00	\$ 61,805.00
2025-07-11 11:00:47	\$ 41,313.00	\$ 46,400.00	\$ 55,800.00	\$ 53,300.00	\$ 61,805.00
2025-07-11 11:03:46	\$ 41,313.00	\$ 46,400.00	\$ 55,300.00	\$ 53,300.00	\$ 61,805.00
2025-07-11 11:04:32	\$ 41,313.00	\$ 46,400.00	\$ 53,200.00	\$ 53,300.00	\$ 61,805.00
2025-07-11 11:08:28	\$ 41,313.00	\$ 46,400.00	\$ 52,200.00	\$ 53,300.00	\$ 61,805.00
(Alternate) Integrated Light Towers for 45 kW Mobile Prime Duty Generators (Per Unit Price) (QTY: 2)					
Qualification Bids				\$ 13,615.50	

INTERGOVERNMENTAL TRANSFER OF ASSETS AGREEMENT BETWEEN THE CITY OF
DIAMONDHEAD, MISSISSIPPI AND THE COUNTY OF HANCOCK, MISSISSIPPI.

This Intergovernmental Agreement (this "Agreement"), made by and between the City of Diamondhead, Mississippi ("City") and the County of Hancock, Mississippi ("Hancock County") is effective as 7th day of October, 2025.

WHEREAS, the City currently has an inventory of reinforced concrete pipe described as follows all having been deemed by the Diamondhead City Council at its meeting on September 2, 2025 as surplus and of no use to the City; and

Round Reinforced Pipe

Diameter	Lenth	Quantity
15"	8'	4
18"	8'	10
24"	8'	9
36"	8'	1
18"	5'	4

Arch Reinforced Pipe

17.5" X 10.5"	8'	2
22" X 13"	8'	1
28" X 17.25"	8'	9
36" X 22"	8'	13
43" X 26.5"	8'	12
28" X 17.25"	4'	1

WHEREAS, Hancock County has expressed an interest in acquiring the concrete pipe for its Road Maintenance Department; and

WHEREAS, the City Council has made findings on its minutes that the aforementioned assets are no loner needed for its purpose, has declared the aforementioned pipe inventory surplus, and has is hereby making a finding that transferring the reinforced pipe described herein to the County for less than fair market value will be to the benefit of the citizens of the State of Mississippi, and particularly to the citizens of Hancock County, Mississippi, lessening the County's expenses for roadway and drainage projects; and

WHEREAS, Hancock County and City of Diamondhead have negotiated the transfer of the

aforementioned reinforced concrete pipe and the City of Diamondhead is willing to transfer the pipe to Hancock County for \$1.00; and

WHEREAS, Hancock County joins in the aforementioned finding made by the City of Diamondhead and enters into this Agreement for the adequate consideration stated herein, with both entities acknowledging and finding that the transfer is in the best interest of the taxpayers of the State of Mississippi; and will best and more fully provide for the public health, safety and welfare of those citizens;

IT IS THEREFORE AGREED AS FOLLOWS, that the City of Diamondhead, Mississippi and County of Hancock, Mississippi find the above and forgoing averments to be true and correct, and for that and the other consideration discussed herein, and with both entities agreeing and acknowledging the adequacy of that consideration and the finding of fact herein, the City of Diamondhead and Hancock County agree as follows:

1. The City hereby agrees to transfer the aforementioned reinforced concrete pipe to Hancock County in return for \$1.00 payment from Hancock County, the sufficiency and adequacy of which is hereby acknowledged. The purpose of the agreement is to fulfill the benefits to the County a cost savings for its roadway and drainage projects and use of public assets to the citizens and taxpayers of the State of Mississippi.

THIS AGREEMENT AND RESOLUTION is entered into by the City of Diamondhead, Mississippi and the County of Hancock, Mississippi and adopted as fact findings with the agreement effective 7th day of October, 2025.

CITY OF DIAMONDHEAD, MISSISSIPPI

BY: _____
Anna Liese, Mayor

ATTEST: _____
Jeannie Klein, City Clerk

COUNTY OF HANCOCK, MISSISSIPPI

BY: _____
Scotty Adam, President

ATTEST: _____
Valarie Fitts, Board Secretary



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator 

DATE: October 1, 2025

SUBJECT: Remove 10' Setback from Residence for Accessory Structures Text Amendment

- International Fire Code no longer requires setback from residence.
- Reduce variance requests.
- No effect on neighbors.

The Planning & Zoning Commission voted unanimously to recommend approving the Text Amendment.

Proposed changes in Red.

4.3.7 Residential Accessory Building, Structure or Use.

b) General Accessory Structures.

v. Setbacks: The structure shall not be located in front of ~~nor within 10 feet~~ of the principal building and not within five feet from a side lot line, nor within 10 feet of a rear lot line. If the height exceeds 15 feet, the accessory structure shall meet the required setbacks of the primary structure.



Commissioner Bennett
Commissioner Brewer
Commissioner Parrish
Commissioner Peters
Commissioner Lawson
Commissioner Raymond
Commissioner Sutherland

AGENDA

PLANNING AND ZONING COMMISSION

Tuesday, September 23, 2025

6:00 PM CST

**Council Chambers, City Hall
and via teleconference, if necessary**

Call to Order

Statement of Purpose

1. May our decisions today be made with wisdom, careful deliberation and in the best interest of the City of Diamondhead. May we display patience and kindness in our dealings with each other and all who are in attendance and may any decisions made today promote the health, safety and welfare of the citizens of Diamondhead and the enhancement of the City as a whole.

Pledge of Allegiance

Roll Call

Confirmation or Adjustments to Agenda

Approval of Minutes

2. Approval of August 26, 2025 minutes.

Architectural Review

New Business

- Passed
4 to*
3. Public hearing on a proposed Text Amendment to Article 4 – Uses and Use Conditions, 4.3.7 Residential Accessory Building. The proposed text amendment is to remove the 10 feet setback from the primary residence requirement. The case file number is 202500573.
 4. Public hearing on a proposed Text Amendment to Article 9 – Administration, 9.7 Conditional Use Procedure. The proposed text amendment is to consolidate the timeframe for approval. The case file number is 202500574.
 5. Public hearing on a proposed Text Amendment to Article 4 – Uses and Use Conditions, Table 4.1 Use Matrix. The proposed text amendment is to add additional requirements for Boat Storage uses.

Unfinished Business

Open Public Comments to Non-Agenda Items

Commissioners' Comments

Communication / Announcements

6. The next City Council meeting is Tuesday, October 8, 2025.
The next Planning Commission meeting is Tuesday, October 28, 2025.

Adjourn or Recess

**NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
DIAMONDHEAD, MS**

20250923

The City of Diamondhead will hold a public hearing on a proposed Text Amendment to Article 4 – Uses and Use Conditions, 4.3.7 Residential Accessory Building. The proposed text amendment is to remove the 10 feet setback from the primary residence requirement.

In accordance with Article 9.10.6, the City Council shall have jurisdiction with respect to all Text Amendments and Rezoning. The Planning Commission shall review and submit a recommendation to the City Council on Text Amendments and Rezoning.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, September 23, 2025, at 6:00 p.m.** The public hearing will be held at Diamondhead City Hall in the Council Chambers at 5000 Diamondhead Circle in Diamondhead, MS 39525. Interested members of the public are invited to attend. This meeting will also be live streamed for your convenience.

If you have any questions or comments or would like to review the application, you may contact J. Pat Rich, Development Coordinator, at prich@diamondhead.ms.gov or 228-242-1613.



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

A handwritten signature in black ink, appearing to read 'J. Pat Rich', is written over the printed name.

DATE: October 1, 2025

SUBJECT: Parking and Storage of Certain Vehicles or Equipment Text Amendment

- Applies to all Zoning Districts.
- Addresses lack of regulation in non-residential Districts.
- Protects our investment in the Town Center Development.

The Planning & Zoning Commission voted unanimously to recommend approving denying the variance.

6.1.3 Parking and Storage of Certain Vehicles or Equipment in Residential Zones. Within the various ~~residential~~ zoning districts for the City of Diamondhead, the following restrictions and limitations concerning the parking of recreational vehicles, trailers, equipment and the like shall apply.

a) The following vehicles are prohibited from being parked in a residential zoning district for more than a 12 hour period:

- i. All vehicles that have a dump-type bed.
- ii. All motorized construction equipment.
- iii. All vehicles that exceed ten (10) feet in height above the grade.

b) The following vehicles shall be parked behind the front line of the existing house/~~business~~ and screened from view from the street and adjacent property, including golf course areas:

- i. Vehicles that exceed seven feet, six inches in height above grade.
- ii. Lawn maintenance equipment.
- iii. All trailers used to transport equipment or construction vehicle parked for more than 24 hours.
- iv. Individual recreational vehicles such as boats, jet skis, all-terrain vehicles (ATV), or similar vehicles.

c) The screening utilized to comply with this section shall require a permit issued by the Development Coordinator and shall conform to the following:

- i. When possible, materials utilized for the screen shall be similar to the exterior materials of the primary structure or fence, if a fence exists.
- ii. In no case shall the following materials be utilized for the required screen: tarpaulin, bed linens or similar, tin or sheet metal, vinyl slatted chain-link or wire mesh, wood sheeting, plastic or vinyl sheeting, or other materials which would detract from the neighborhood.
- iii. Landscape plantings may be utilized to accomplish the necessary screening.

d) Major recreational equipment, including but not limited to, travel trailers, campers or camper trucks, coaches, motorized dwellings, or similar equipment, shall not be parked or stored in a driveway or parking area, except for a reasonable amount of time as may be required to load or unload personal property at a residence prior to or after use. Out of town guests of a ~~residential~~ property owner may be permitted to park major recreational equipment on premises driveway only for a period not exceeding seven days, provided no portion of the equipment extends into the road right-ofway or sidewalks if present.



Commissioner Bennett
Commissioner Brewer
Commissioner Parrish
Commissioner Peters
Commissioner Lawson
Commissioner Raymond
Commissioner Sutherland

AGENDA

PLANNING AND ZONING COMMISSION

Tuesday, September 23, 2025

6:00 PM CST

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and via teleconference, if necessary

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New Business

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*passed
4-0*

Unfinished Business

Open Public Comments to Non-Agenda Items

Commissioners' Comments

Communication / Announcements

6. The next City Council meeting is Tuesday, October 8, 2025.
The next Planning Commission meeting is Tuesday, October 28, 2025.

Adjourn or Recess

**NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
DIAMONDHEAD, MS**

The City of Diamondhead will hold a public hearing on a proposed Text Amendment to Article 4 – Uses and Use Conditions, Table 4.1 Use Matrix. The proposed text amendment is to add additional requirements for Boat Storage uses.

In accordance with Article 9.10.6, the City Council shall have jurisdiction with respect to all Text Amendments and Rezoning. The Planning Commission shall review and submit a recommendation to the City Council on Text Amendments and Rezoning.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, September 23, 2025, at 6:00 p.m.** The public hearing will be held at Diamondhead City Hall in the Council Chambers at 5000 Diamondhead Circle in Diamondhead, MS 39525. Interested members of the public are invited to attend. This meeting will also be live streamed for your convenience.

If you have any questions or comments or would like to review the application, you may contact J. Pat Rich, Development Coordinator, at prich@diamondhead.ms.gov or 228-242-1613.



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

A handwritten signature in black ink, appearing to read "J. Pat Rich", is written over the printed name.

DATE: October 1, 2025

SUBJECT: Conditional Use Procedure Text Amendment

- Zoning Code includes Approved Use Conditions for Conditional Uses.
- Eliminates need for Planning Commission and City Council review.
- Appeal process to Planning Commission and/or City Council.

The Planning & Zoning Commission voted unanimously to recommend approving the Text Amendment.

Proposed changes are in Red.

9.7 Conditional Use Procedure.

9.7.1 Purpose. The purpose of this procedure is to provide for review and discretionary approval of uses typically having unusual site development features or unique operating characteristics requiring special consideration so that they may be located, designed, and operated compatibly with uses on surrounding properties. The Conditional Use Procedure process is intended to ~~encourage broad public review and to~~ ensure adequate mitigation of potentially unfavorable impacts. **9.7.2 Jurisdiction.** The Zoning Administrator shall be responsible for administration of the Conditional Use procedure, and the Planning Commission shall be responsible for review, evaluation, and recommendation to the Mayor and City Council. Final action, approval and imposition of conditions shall lie with the Mayor and City Council.

9.7.2 Jurisdiction. The Zoning Administrator shall be responsible for administration of the Conditional Use procedure. ~~, and the Planning Commission shall be responsible for review, evaluation, and recommendation to the Mayor and City Council.~~ Final action, approval and imposition of conditions shall lie with the ~~Mayor and City Council~~ Zoning Administrator. An aggrieved party may appeal such decision to the Planning Commission and, if necessary, to the City Council.

~~**9.7.4 Staff Review.** Within 10 days of the receipt of an application for Conditional Use, the Zoning Administrator shall transmit a full and complete copy of the application and provide any reports, comments, or recommendations made during staff review regarding the subject application to the Planning Commission.~~ **9.7.5 Public Hearing and Notice.**

9.7.5 Public Hearing and Notice.

~~a) At its next regular meeting following the receipt of an application for Conditional Use, but in any event within 45 days of receipt of such application by the Zoning Administrator, the Planning Commission shall recommend approval or disapproval the application along with any conditions related thereto.~~

~~b) The Planning Commission shall hold a public hearing on each application for a Conditional Use Permit. Notice shall be given as prescribed in Article. At the public hearing, the Commission shall review the application and shall receive pertinent evidence concerning the proposed use and the proposed condition under which it would be operated or maintained, particularly with respect to the findings prescribed in this section. The applicant is required to be present at the public hearing.~~

~~**9.7.6 Action by the Planning Commission.** The Commission may recommend approval of a Conditional Use Permit as the permit was applied for or in a modified form or subject to conditions, or may recommend denial of the application.~~

9.7.7 Review and Evaluation Criteria. ~~The Zoning Administrator and the Commission~~ shall review and evaluate and make the following findings before ~~recommending~~ approval of a Conditional Use Permit application using the following criteria:

9.7.8 Conditions of Approval. The ~~Planning Commission~~ Zoning Administrator may establish conditions of approval. Conditions may include but shall not be limited to: requirements for special setbacks, open spaces, buffer, fences, walls, and screening; requirements for installation and maintenance of landscaping and erosion control measures; requirements for street improvements and dedications, regulation of vehicular ingress and egress, and traffic circulation; regulation of signs; regulation of hours or other characteristics of operation; requirements for maintenance of landscaping and other improvements; establishment of development schedules or time limits for performance or completion; architectural conditions; and such other conditions as the ~~Commission~~ Zoning Administrator may deem necessary to ensure compatibility with surrounding uses.

9.7.9 Renewal or Lapse of a Conditional Use Permit.

b) A Conditional Use Permit subject to lapse may be renewed by the ~~City Council~~ Zoning Administrator for an additional period of 1 year, provided that prior to the expiration date, a written request for renewal is filed with the Zoning Administrator.

ARTICLE 4 - USES AND USE CONDITIONS

Table 4.1. Use Matrix

Uses	Conventional Districts										Aloha District					Use Condition	
■ - By Right; □ - Conditional Use	R-10	R-6	RHD5	RM-5	IMH	C-1	C-2	TC	I	EP	PFR	ADMU	ADLM	ADTH	ADWF		ADCC
Accessory and Temporary Uses																	
Accessory structure	■	■	■	■	■	□	□	♦	♦	♦	♦	♦	♦	♦	♦	♦	4.3.7
Automated teller machine	♦	♦	♦	♦	♦	■	■	♦	♦	♦	■	♦	♦	♦	♦	♦	4.3.2
Carnival circus locations (temporary)	♦	♦	♦	♦	♦	♦	□	♦	□	□	□	♦	♦	♦	♦	♦	-
Drive-through facility or window	♦	♦	♦	♦	♦	□	□	♦	♦	♦	♦	♦	♦	♦	♦	♦	4.3.3
Fences	■	■	■	■	■	■	■	■	■	■	■	♦	♦	♦	♦	♦	4.3.10
Temporary, seasonal sales	♦	♦	♦	♦	♦	□	□	♦	□	♦	♦	□	♦	♦	♦	♦	-
Accommodation and Group Living																	
Continuing Care Retirement Communities	□	□	□	♦	♦	■	■	♦	♦	♦	♦	□	♦	♦	♦	♦	4.4.1
Bed and breakfast	□	□	□	♦	♦	♦	♦	♦	♦	♦	♦	□	♦	□	♦	♦	4.4.2
Group home	♦	□	□	□	♦	■	■	♦	♦	♦	♦	♦	♦	♦	♦	♦	
Hotel, motel with accessory uses such as lounges and restaurants	♦	♦	♦	♦	♦	□	■	♦	□	♦	♦	■	♦	♦	♦	♦	4.4.3
Recreational vehicle (RV) park	♦	♦	♦	♦	♦	♦	□	♦	♦	♦	□	♦	♦	♦	□	♦	4.4.4
Assembly, Recreation, and Entertainment																	
Amusement center (indoors)	♦	♦	♦	♦	♦	□	□	♦	□		□	□	♦	♦	♦	♦	4.5.1
Amusement facilities (outdoors)	♦	♦	♦	♦	♦	□	□	♦	□	♦	□	♦	♦	♦	♦	♦	-
Auditorium/civic center	♦	♦	♦	♦	♦	■	■	♦	♦	♦	♦	■	♦	♦	♦	♦	-
Baseball park and stadium	♦	♦	♦	♦	♦	□	■	♦	♦	♦	□	♦	♦	♦	♦	♦	-
Places of worship, small scale	■	■	□	□	■	□	□	■	■	♦	□	■	♦	♦	♦	♦	4.5.2
Places of worship, large scale	□	□	□	□	□	■	■	■	■	♦	□	□	♦	♦	♦	■	4.5.3
Convention center or similar	♦	♦	♦	♦	♦	□	□	♦	□	♦	□	□	♦	♦	♦	♦	-
Day care centers or similar	□	□	□	□	□	■	■	♦	♦	♦	♦	□	♦	♦	♦	♦	4.5.4
Funeral homes, mortuary, undertaking establishment	♦	♦	♦	♦	♦	□	■	♦	■	♦	♦	■	♦	♦	♦	♦	-
Golf course and driving range (excluding miniature golf)	□	□	□	□	□	■	■	♦	■	♦	■	♦	♦	♦	♦	♦	-
Health, fitness clubs, dance studio	♦	♦	♦	♦	♦	■	■	♦	♦	♦	♦	■	♦	♦	♦	♦	-
Lodge or assembly hall	♦	♦	♦	♦	♦	□	□	♦	♦	♦	♦	□	♦	♦	♦	♦	4.5.5
Nightclub, bar or similar	♦	♦	♦	♦	♦	□	□	♦	□	♦	♦	□	♦	♦	♦	♦	4.5.6
Private parks and playgrounds (incidental to the immediate area)	□	□	□	□	□	♦	♦	♦	♦	♦	♦	■	■	■	■	♦	-

4

ARTICLE 4 - USES AND USE CONDITIONS

- i. Drive-through kiosks and windows are restricted to the side and rear of the building.
- ii. Drive-through stacking lanes shall not be placed between the street right-of-way and the associated building except that on corner lots such restriction shall be limited to the front façade of the building.
- iii. Drive-through windows are prohibited on the side of a building facing any residential zoning district or existing residential use.

4.3.4 Dwellings Accessory to Principal

Non-residential Use. Where permitted, dwellings accessory to a nonresidential use shall be subject to the following conditions:

- a) The total floor area of all accessory dwelling units shall be less than the floor area of the principal non-residential use.
- b) Additional parking spaces required by Article 6 for such dwellings shall be provided.

4.3.5 Home Occupations. Where permitted, home occupations shall be subject to subject to the following conditions:

- a) Home occupations shall not be carried out in more than 20 percent of the total dwelling building area, not to exceed 500 square feet. No more than one home occupation may be carried out per principal dwelling.
- b) No part of a home occupation may be carried out within an accessory building.
- c) There shall be no onsite employment other than members of the resident family.
- d) The use shall not generate pedestrian or vehicular traffic beyond that reasonably expected to be generated by a residential living unit.
- e) Any need for parking spaces in excess of those required for a residential dwelling shall be provided in an off street location and in accordance with the provisions of Article 6.
- f) Appearance. There shall be no outdoor storage or display and no change in the existing outside appearance of the dwelling or premises or other visible evidence of the conduct of such home occupation or home professional office.

- g) Nuisances Prohibited. No machinery or equipment shall be permitted that produces noise, odor, vibration, light, or electrical interference beyond the boundary of the subject property.
- h) All home occupations shall be subject to permit approval of the Zoning Administrator.

4.3.6 Swimming Pool. Where permitted, swimming pools designed to a water depth of 24 inches or more shall be subject to the following conditions:

- a) Location. No pool shall be located in front of the principal building. No above or in-ground pool shall be located within ten (10') feet of a side or rear lot line or under any electrical lines, or over any utility or drainage facility. No portion of any walkway or pool appurtenance structure shall be closer than four (4') feet to any lot line.
- b) Fence. Swimming pools shall be fenced in accordance with the applicable building code in force for the City of Diamondhead.

4.3.7 Residential Accessory Building,

Structure or Use. Where permitted, residential accessory buildings, structures, or uses shall be subject to the following conditions:

- a) Parking Spaces and garages shall comply with Article 6, but no parking garage shall be detached from a main structure.
- b) General Accessory Structures.
 - i. A principal structure shall be already constructed on the same lot.
 - ii. Accessory structures shall not be used as a habitable dwelling unit.
 - iii. Area limitation: Accessory structures shall be limited to 30% of the footprint of the primary structure but not to exceed 800 square feet whichever is less.
 - iv. Maximum height: The maximum height shall not exceed 25 feet. However, the height of the accessory structure shall not exceed the height of the primary structure. The accessory structure shall not exceed one story.
 - v. Setbacks: The structure shall not be located in front of nor within 10 feet of the principal building and not within five feet from a side lot line, nor within 10 feet of a rear lot line. If the height exceeds 15 feet, the accessory structure

shall meet the required setbacks of the primary structure.

- vi. **Types of Materials:** To insure architectural compatibility, building design shall be in keeping with the design patterns and architectural features consistent with the primary structure.
- vii. **Number of structures:** There shall only be one accessory structure on a property.
- c) **Aircraft Hangers.** Where permitted, residential accessory buildings, structures, or uses shall be subject to the following conditions:
 - i. Aircraft hangars and airplane storage areas shall be allowed as an accessory use upon any residential lot which is adjacent to and has direct access for aircraft to taxi to the Diamondhead Airport.
 - ii. Aircraft hangars and airplane storage areas shall not be limited in size, provided the structure is used exclusively and is sized only for the storage of an airplane.

4.3.8 Playground equipment. Where permitted, playground equipment shall be subject to the following conditions:

- i. Equipment shall be permanently affixed to the ground.
- ii. Equipment shall be placed in a rear yard only.

4.3.9 Garage and Yard Sales. Where permitted, garage and yard sales shall be subject to the following conditions:

- i. Limited to two per year per property.
- ii. Each sale shall not exceed three consecutive days.
- iii. A garage or yard sale permit shall be required and displayed conspicuously on the subject site so as to be visible from a public street.
- iv. Advertising signs shall be subject to Article 8. Such signs may be placed adjacent to public the rights-of-way, subject to the approval of the property owner. Signs may be displayed a maximum of three days.

4.3.10 Fences. Where permitted, fences shall be subject to the following conditions:

- a) It shall be unlawful for any person to erect, construct, enlarge, alter, repair, replace, remove or demolish any fence (except for maintenance purposes) regulated by this code without first obtaining a permit from the Development Coordinator. Application shall be made on a form furnished by the Development Coordinator.
- b) **Plans and specifications.** Three sets of plans and such other data as deemed necessary by the Development Coordinator shall be submitted with each permit application, drawn to scale, and to include:
 - i. Building locations and area to be fenced,
 - ii. Height of fence,
 - iii. Type of materials to be used,
 - iv. Zoning classification,
 - v. Street intersection visibility range when applicable.
- c) **Permit Issuance.** A completed application shall be reviewed by the Development Coordinator. If the work described in an application conform to the requirements of this section the permit shall be issued. An approved application may not be changed, modified, or altered without authorization from the Development Coordinator, and all work shall be done in accordance with the approved plans.
- d) **Expiration.** Every permit issued by the Development Coordinator under the provisions of this Article shall expire by limitation and become null and void if the authorized work is not commenced within 60 days from the date of permitting, or if the authorized work is not completed, or is abandoned for a period of 60 days. Before the work can be recommenced, a new permit shall be first obtained and the fee shall be one half the amount required for a new permit for such work, provided the elapsed time does not exceed 180 days in which case the permittee shall pay a new full permit fee in order to renew the permit.
- e) **Permit Fees.** The fee for each permit shall be established by the City of Diamondhead. All permit fees (building, electrical, mechanical and plumbing) shall be waived for the repair, partial and/or complete reconstruction of a structure



Commissioner Bennett
Commissioner Brewer
Commissioner Parrish
Commissioner Peters
Commissioner Lawson
Commissioner Raymond
Commissioner Sutherland

AGENDA

PLANNING AND ZONING COMMISSION

Tuesday, September 23, 2025

6:00 PM CST

Council Chambers, City Hall
and via teleconference, if necessary

Call to Order

Statement of Purpose

1. May our decisions today be made with wisdom, careful deliberation and in the best interest of the City of Diamondhead. May we display patience and kindness in our dealings with each other and all who are in attendance and may any decisions made today promote the health, safety and welfare of the citizens of Diamondhead and the enhancement of the City as a whole.

Pledge of Allegiance

Roll Call

Confirmation or Adjustments to Agenda

Approval of Minutes

2. Approval of August 26, 2025 minutes.

Architectural Review

New Business

3. Public hearing on a proposed Text Amendment to Article 4 – Uses and Use Conditions, 4.3.7 Residential Accessory Building. The proposed text amendment is to remove the 10 feet setback from the primary residence requirement. The case file number is 202500573.
4. Public hearing on a proposed Text Amendment to Article 9 – Administration, 9.7 Conditional Use Procedure. The proposed text amendment is to consolidate the timeframe for approval. The case file number is 202500574.
5. Public hearing on a proposed Text Amendment to Article 4 – Uses and Use Conditions, Table 4.1 Use Matrix. The proposed text amendment is to add additional requirements for Boat Storage uses.

*Passed
4-0*

Unfinished Business

Open Public Comments to Non-Agenda Items

Commissioners' Comments

Communication / Announcements

6. The next City Council meeting is Tuesday, October 8, 2025.
The next Planning Commission meeting is Tuesday, October 28, 2025.

Adjourn or Recess

**NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
DIAMONDHEAD, MS**

The City of Diamondhead will hold a public hearing on a proposed Text Amendment to Article 9 – Administration, 9.7 Conditional Use Procedure. The proposed text amendment is to consolidate the timeframe for approval.

In accordance with Article 9.10.6, the City Council shall have jurisdiction with respect to all Text Amendments and Rezoning. The Planning Commission shall review and submit a recommendation to the City Council on Text Amendments and Rezoning.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, September 23, 2025, at 6:00 p.m.** The public hearing will be held at Diamondhead City Hall in the Council Chambers at 5000 Diamondhead Circle in Diamondhead, MS 39525. Interested members of the public are invited to attend. This meeting will also be live streamed for your convenience.

If you have any questions or comments or would like to review the application, you may contact J. Pat Rich, Development Coordinator, at prich@diamondhead.ms.gov or 228-242-1613.

Agenda Item #2025-

City of Diamondhead, MS
Request for Council Action

TO: City Council/City ClerkFROM: Anna LieseDATE: 10/1/25

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

AGENDA LOCATION: ☐ Consent Agenda ☒ Regular Agenda

AGENDA DATE REQUESTED 10/7/25

ORDINANCE/RESOLUTION CAPTION:

Motion to discuss and consider possible action regarding the regulation and/or sale of kratom within the City of Diamondhead.

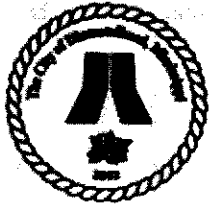
REQUIRED SIGNATURE

REQUESTED BY:



COUNCIL ACTION:

☐ Approved
 ☐ Denied
 ☐ Tabled/Deferred
 ☐ Info Motion Only
 Completed



City of Diamondhead, MS

Docket of Claims Register

Item No.24.

APPKT02454 - 10.7.25 DOCKET

By Docket/Claim Number

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line	Payment Amount
							Amount	
DKT233170	Airgas Inc	09/30/2025	5518875189	GAS RENTALS - PUBLIC WORKS	001-301-640.00	Rentals		165.21
					001-301-640.00	Rentals	45.11	
					001-301-640.00	Rentals	74.99	
					001-301-640.00	Rentals	45.11	
DKT233171	Amazon com LLC	09/30/2025	13NP-7MYX-4NQY	OFFICE BROOM, ANTIBACTERIAL WIPES, BATTERY BACKUP	001-140-501.00	Supplies	3.99	183.41
					001-110-501.00	Supplies	34.99	
			1WVK-4LQX-4QG9		001-140-501.00	Supplies	14.97	
					001-140-501.00	Supplies	29.99	
					001-140-510.00	Cleaning & Janitorial	11.97	
					001-110-501.00	Supplies	2.54	
					001-110-501.00	Supplies	15.99	
					001-140-510.00	Cleaning & Janitorial	12.98	
					001-140-501.00	Supplies	55.99	
DKT233172	AUTOZONE STORES LLC	09/30/2025	10520064036	CARTRIDGE, OIL FILTER, MOBIL 1 OIL, FUEL FILTER	001-301-570.00	Repairs & Maintenance - Vehicle	4.42	36.73
					001-301-571.00	Repairs & Maintenance - Equipment	9.24	
					001-301-571.00	Repairs & Maintenance - Equipment	15.99	
					001-301-571.00	Repairs & Maintenance - Equipment	7.08	
DKT233173	Axon Enterprises Inc	10/07/2025	INUS195204	TASER 7 CERTIFICATION BUNDLE	001-200-918.00	Capital Outlay - Officer's Equipment	7,343.17	14,686.34
			INUS288890		001-200-918.00	Capital Outlay - Officer's Equipment	7,343.17	

Docket of Claims Register - Council

APPKT02454 Item No.24. ET

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233174	B&J PITT STOP LLC	09/30/2025	11-0221428	UNIT412 - OIL CHANGE	001-200-681.00	Other Services & Charges	65.00	65.00
DKT233175	CADENCE EQUIPMENT FINANCE	10/07/2025	1618629	COPIER LEASE AGREEMENT -- 48 OF 48	001-800-820.07	Note Principal Payment - Copier Lease Purch 2021	473.81	475.00
					001-800-830.07	Note Interest Payment - Copier Lease Purch 2021	1.19	
DKT233176	Cash	09/30/2025	9/29/25	PETTY CASH - 9/29/25	001-000-015.00	Petty Cash	60.35	60.35
DKT233177	CIVICPLUS, LLC	10/07/2025	348826	ONLINE CODE HOSTING, CODIFICATION ARCHIVAL	001-140-605.00	Professional Fees - IT	3,829.76	3,829.76
DKT233178	Coastal Hardware and Rental Co LLC	09/30/2025	B20500586	24" SPLIT COUPLER	001-140-501.00	Supplies	65.30	255.95
			B20502581	ROPE, FUEL HOSE, SCREW EYE, CABLE TIE, STIHL, LUMB	001-301-501.00	Supplies	190.65	
DKT233179	COMSOUTH INC	09/30/2025	210287	SPEAKER MIC IP54/55/67 NOISE CANCELLING	001-200-918.00	Capital Outlay - Officer's Equipment	975.00	975.00
DKT233180	Covington Civil and Environmental LLC	09/30/2025	16175.08205	ANNUAL UNIT PRICE CONTRACT	001-301-602.00	Professional Fees - Engineering	743.23	123,941.45
					001-301-602.00	Professional Fees - Engineering	3,286.62	
			16175.08208	BANK STABILIZATION PROJECT	191-000-602.00	Professional Fees - Engineering	32,500.00	
			16175.08209	DH PAVING 2025	302-301-602.00	Professional Fees - Engineering	19,915.00	
			16175.08210	KOME DRIVE AND FAIRWAY DRIVE DRAINAGE	165-000-602.00	Professional Fees Engineering - GOMESA FY23	21,250.00	
			16175.08211	SITE DEVELOPMENT PLAN & REVIEW - FY 25	001-280-602.00	Professional Fees - Engineering	905.95	
			16175.08212	ON CALL SURVEY SERVICES - FY 25	001-301-602.00	Professional Fees - Engineering	1,035.00	
			16175.08213	ANNUAL UNIT PRICE CONTRACT	001-301-602.00	Professional Fees - Engineering	1,645.65	
			16383.08-41	COMMERCIAL DISTRICT TRANSFORMATION PHASE III(3)	164-653-602.00	Prof Fees Engineering - GCRF FY23 Comm Distric	42,660.00	
DKT233181	CSpire Cell Service	09/30/2025	9/18/25	CELLULAR SERVICE FOR SEPTEMBER	001-100-632.00	Telephone - Cell	116.92	1,119.45
					001-140-632.00	Telephone - Cell	44.89	
					001-200-612.00	Internet	344.80	
					001-280-632.00	Telephone - Cell	179.56	
					001-301-632.00	Telephone - Cell	433.28	

Docket of Claims Register - Council

APPKT02454

Item No.24.

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Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233182	Cspire Internet Service	09/30/2025	0690858-74	INTERNET & PHONE RENTAL FOR THE MONTH OF SEPTEMBER	001-140-612.00	Internet	199.00	646.21
					001-140-643.00	Rent - Phone System	447.21	
DKT233183	CUSICK & WILLIAMS, PLLC	09/30/2025	2004	GENERAL MATTERS -- SEPTEMBER	001-140-603.00	Professional Fees - Legal	8,468.75	12,500.00
			2005	PLANNING AND ZONING -- SEPTEMBER	001-280-603.00	Professional Fees - Legal	968.75	
			2006	CITY PROSECUTOR -- SEPTEMBER	001-110-603.00	Professional Fees - Legal	3,000.00	
			2007	GAMBINO VS MAYOR - SEPTEMBER	001-140-603.00	Professional Fees - Legal	62.50	
DKT233184	DALTON JAMES DEARMAN	09/30/2025	9/2025	CASH BOND REFUND	650-110-110.00	Court Bond Holding	124.00	124.00
DKT233185	DAVID'S CHAINSAW & LAWNMOWER REPAIR, LLC	09/30/2025	2357550	FA626 WEEDEATER REPAIR	001-301-635.00	Professional Fees - R&M Outside Services	61.98	61.98
DKT233186	DIAMONDHEAD COUNTRY CLUB & POA	09/30/2025	OCTOBER 2025	RENTAL OF MAINTENANCE YARD -- OCTOBER	001-301-640.00	Rentals	1,000.00	1,000.00
DKT233187	Diamondhead True Value	09/30/2025	1305	FASTENERS - FOR TIRE CHANGER	001-301-501.00	Supplies	3.16	271.10
			1306	FASTENERS	001-301-501.00	Supplies	35.16	
			1326	FASTENERS - FA 619	001-301-571.00	Repairs & Maintenance - Equipment	5.32	
			1350	ALGAECIDE 60PLUS	001-301-501.00	Supplies	83.98	
			1356	ANGLE BLADES / CUTTING WHEEL	001-301-501.00	Supplies	18.36	
			1374	MISC HARDWARE - MEASURING	001-280-502.00	SMALL HAND TOOLS	4.99	
			1382	GUIDE BAR, PICCO MICRO	001-301-501.00	Supplies	90.98	
			1391	WHITE GLOSS SPRAY PAINT	001-301-501.00	Supplies	17.97	
			1396	FOAM WASP AND HORNET SPRAY	001-301-501.00	Supplies	11.18	

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Item No.24.

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Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line	Amount
DKT233188	Diamondhead Water and Sewer District						604.25
	09/30/2025	10/10/25-002	WATER	001-301-630.00	Utilities - Streetlights & Other	25.82	
		10/10/25-004		001-301-630.00	Utilities - Streetlights & Other	77.46	
		10/10/25-010		001-301-630.00	Utilities - Streetlights & Other	25.82	
		10/10/25-020		001-140-630.00	Utilities - General	96.47	
				001-140-630.00	Utilities - General	48.23	
		10/10/25-021		001-301-630.00	Utilities - Streetlights & Other	25.82	
		10/10/25-170		001-301-630.00	Utilities - Streetlights & Other	137.20	
		10/10/25-2070		001-301-630.00	Utilities - Streetlights & Other	25.82	
		10/10/25-472		001-301-630.00	Utilities - Streetlights & Other	57.89	
		10/10/25-473		001-301-630.00	Utilities - Streetlights & Other	57.90	
		10/10/25-830		001-301-630.00	Utilities - Streetlights & Other	25.82	
DKT233189	Eagle Energy						2,761.66
	09/30/2025	48242	PUBLIC WORKS FUEL	001-301-525.00	Fuel	12.66	
				001-301-525.00	Fuel	1,347.50	
		48243		001-301-525.00	Fuel	1,401.50	
DKT233190	FBI NATIONAL ACADEMY ASSOCIATES INC MISSISSIPPI CHAPTER						400.00
	09/30/2025	2025 SUMMER	FBI NATIONAL ACADEMY - SUMMER CONFERENCE	001-200-615.00	Travel & Training	400.00	
DKT233191	FP Mailing Solutions						313.70
	09/30/2025	RI106765519	POSTBASE INKJET CARTRIDGE	001-140-501.00	Supplies	149.00	
	10/07/2025	RI106784906	POSTAGE METER	001-140-611.00	Postage	90.00	
	09/30/2025	RI106788282		001-140-611.00	Postage	74.70	
DKT233192	Fuelman						2,362.72
	09/30/2025	NP69135492	FOR THE WEEK ENDING 9.14.25	001-140-525.00	Fuel	44.10	
				001-200-525.00	Fuel	778.19	
				001-280-525.00	Fuel	73.53	
		NP69167640	FOR THE WEEK ENDING 9.21.25	001-200-525.00	Fuel	666.15	
				001-280-525.00	Fuel	35.89	
		NP69191457	FOR THE WEEK ENDING 9.28.25	001-140-525.00	Fuel	43.87	
				001-200-525.00	Fuel	671.52	
				001-280-525.00	Fuel	49.47	
DKT233193	George Blair Attorney						3,000.00
	09/30/2025	6/25-8/25	PUBLIC DEFENDER FOR CODH	001-110-603.00	Professional Fees - Legal	3,000.00	
DKT233194	Gulf Regional Planning Commission						3,810.00
	10/07/2025	10/1/25	MEMBERSHIP - 2025-2026	001-140-623.00	Membership Dues/Fees	3,810.00	
DKT233195	GUMBO PRINT CO. LLC						57.00
	09/30/2025	400126	CRUISERS KEEP LEFT SIGNS	001-653-650.00	Promotions	57.00	

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Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line	Amount
DKT233196	Hancock County Chamber of Commerce						595.00
	10/07/2025	2947	LEARDSHIP HANCOCK COUNTY 25-26 - DIAMONDHEAD PD	001-200-623.00	Membership Dues/Fees	595.00	
DKT233197	Hancock County Sheriffs Office						39,436.50
	09/30/2025	2025.DHLE.52	INTERLOCAL AGREEMENT FOR WEEK ENDING 9.6.25	001-200-632.00	Telephone - Cell Service	224.88	
				001-110-681.00	Other Services & Charges	69.60	
				001-200-690.00	Interlocal Agreement	38,937.79	
				001-200-612.00	Internet	164.00	
				001-200-632.00	Telephone - Cell Service	40.23	
DKT233198	James J Chiniche PA Inc						17,065.75
	09/30/2025	17-057-0274	POND D DRAINAGE IMPROVEMENTS	001-301-602.00	Professional Fees - Engineering	1,131.25	
		17-057-0275	NOMA DRIVE WATERFRONT IMPROVEMENTS PHASE II -	166-301-602.00	Professional Fees - Engineering	8,324.00	
		17-057-0276	CANAL DREDGIN IMPROVEMENTS PROJECT	001-301-602.00	Professional Fees - Engineering	7,610.50	
DKT233199	JLB CONTRACTORS LLC						164,296.05
	09/30/2025	7 - KOME	KOME DRIVE AND KALIPEKONA POND DRAINAGE	165-000-912.00	Capital Outlay Streets & Drainage-GOMESA FY23	164,296.05	
DKT233200	KIRK AUTO WORLD INC						93,845.00
	09/30/2025	F0632	DODGE DURANGO POLICE UNITS	120-200-917.00	Capital Outlay Mobile Equipment	37,960.00	
				120-200-917.00	Capital Outlay Mobile Equipment	9,975.00	
		F0633		001-200-917.00	Capital Outlay - Mobile Equipment	37,960.00	
				001-200-917.00	Capital Outlay - Mobile Equipment	7,950.00	
DKT233201	Lowes Home Improvement						41.96
	09/30/2025	351570444	Water-stop QUICKCRETE 896 Anahola Catch basin repa	001-301-501.00	Supplies	41.96	
DKT233202	Marvin J Bobinger III						4,000.00
	09/30/2025	SEPTEMBER 2025	LOBBYING SERVICES FOR	001-653-601.00	Professional Fees - Consulting	4,000.00	
DKT233203	MAYLEY'S PEST CONTROL						115.00
	09/30/2025	133763	PEST CONTROL SERVICES	001-140-634.00	Pest Control	115.00	
DKT233204	Metrix Solutions LLC						28,490.73
	10/07/2025	M129889	BODYWORN 5 YEAR RENEWAL BODY CAM	001-200-918.00	Capital Outlay - Officer's Equipment	28,490.73	

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Item No.24.

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Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount	
							Line	Amount
DKT233205	Moss Towing	09/30/2025	24294	Tow police explorer for repairs	001-200-681.00	Other Services & Charges		50.00
							50.00	
DKT233206	MS Department of Revenue	09/30/2025						24.00
			UNIT 848	CAR TAG - UNIT 848	120-000-681.00	Other Services & Charges	12.00	
			UNIT 849	CAR TAG - UNIT849	001-200-681.00	Other Services & Charges	12.00	
DKT233207	MS Municipal League	10/07/2025	41394	2025-2026 MML MEMBER DUES	001-140-623.00	Membership Dues/Fees	4,211.60	4,211.60
DKT233208	MS Municipal Workers Compensation Group	10/07/2025	0383WC2025-0	WORKER'S COMPENSATION PREMIUM	001-140-625.00	Insurance	8,436.69	8,436.69
DKT233209	Napa of Bay St Louis	09/30/2025	424031	FA849 NAPA GOLD OIL FILTER, 12MM HEXBIT, 15W40 OIL	001-301-571.00	Repairs & Maintenance - Equipment	108.24	377.11
			424319	SHOP - RED GREASE, CLEANER, GLOVES, SHOP TOWELS	001-301-501.00	Supplies	268.87	
DKT233210	PREMIER CONCRETE LEVELING LLC	09/30/2025	7926	GOLF COURSE CULVERT SEAL	001-301-635.00	Professional Fees - R&M Outside Services	1,850.00	1,850.00
DKT233211	S&L Office Supplies	09/30/2025	129537	JANITORIAL SUPPLIES	001-140-510.00	Cleaning & Janitorial	76.18	245.91
					001-140-510.00	Cleaning & Janitorial	41.35	
					001-140-510.00	Cleaning & Janitorial	36.75	
					001-140-510.00	Cleaning & Janitorial	91.63	
DKT233212	SCI LLC	09/30/2025	2 - COON BRANCH	COON BRANCH DRAINAGE IMPROVEMENTS	162-000-912.00	Capital Outlay Streets & Drainage -GOMESA FY22	130,940.10	130,940.10
DKT233213	South MS Business Machines Gulfport	09/30/2025	489054	PER COPY CHARGE FOR SEPTEMBER	001-280-506.00	Copier Usage/Maintenance	56.00	56.00
DKT233214	Southern MS Planning and Development District Inc	10/07/2025	2026	ANNUAL APPROPRIATIONS	001-140-704.00	Appropriations - General	5,000.00	5,000.00
DKT233215	Southern Printing	09/30/2025	252779	PUBLIC WORKS UNIFORM POLOS - DARRIN LADNER	001-301-535.00	Uniforms	150.00	150.00
DKT233216	STUMP N GRIND LLC	09/30/2025	1187	TREE REMOVALS	001-301-681.00	Other Services & Charges	2,800.00	2,800.00

Docket of Claims Register - Council

APPKT02454 Item No.24. ET

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233217	TransUnion Risk and Alternative Data Solutions Inc							150.00
	09/30/2025	5859551-202509-1	TLOxp FOR SEPTEMBER	001-110-681.00	Other Services & Charges		75.00	
		6177932-202509-1		001-200-681.00	Other Services & Charges		75.00	
DKT233218	UniFirst Corporation							64.96
	09/30/2025	1530249960	UNIFORM RENTAL FOR THE WEEK ENDING 9.22.25	001-301-535.00	Uniforms		64.96	
DKT233219	US BANK NATIONAL ASSOCIATION							390.27
	09/30/2025	9/17/25	MUNICIPAL COURT CLERK HOTEL - LISA - 9/16/25	001-110-615.00	Travel & Training		139.00	
		9/26/25	PADDLE PARADISE 2025 - FRUIT AND GRANOLA	001-653-650.00	Promotions		122.27	
		9/4/25	MONTHLY CHARGES FOR CONSTANT CONTACT	001-140-623.00	Membership Dues/Fees		129.00	
DKT233220	VULCAN MATERIALS COMPANY							6,260.91
	09/30/2025	4673553	100 LB CRUSHED AGGREGATES	001-301-583.00	Gravel, Sand, Rip Rap		4,712.34	
		4673906		001-301-583.00	Gravel, Sand, Rip Rap		1,548.57	
DKT233221	Waste Management							76.18
	09/30/2025	0873392-4768-3	DUMPSTER RENTAL	001-140-681.00	Other Services & Charges		76.18	
DKT233222	WESLEY SANDERFORD							300.00
	09/30/2025	SEPTEMBER 2025	OPEN JAM BAND SERVICES	001-653-650.00	Promotions		300.00	
Total Claims: 53							Total Payment Amount:	682,975.99