



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, April 07, 2026**  
**6:00 PM CST**  
Council Chambers, City Hall  
and via teleconference, if necessary

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**Call to Order.**

Invocation - Councilmember Maher  
Pledge of Allegiance  
Roll Call  
Confirm or Adjust Agenda Order

**Presentation Agenda.**

- a. The next Regular Meeting of the City Council will be held Tuesday April 21, 2026 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. Proclamation - Child Abuse Prevention and Awareness Month

City Manager's Report.

Public Comments on Agenda Items.

Council Comments.

**Policy Agenda.**

**Minutes:**

1. Motion to approve March 17, 2026 Regular Meeting Minutes.

**Consent Agenda:**

2. **2026-057:** Motion to accept the low quote for the repair of the fountain wall in the amount of \$7,800.00 from Smitty's.
- 3.** **2026-058:** Motion to authorize the Mayor, Council, City Manager, and City Attorney to travel to Jackson for the Gulf Coast Legislative Reception that was held on March 11, 2026.
- 4.** **2026-059:** Motion to authorize the Mayor, Council, City Manager, City Clerk, and City Attorney to travel to Biloxi for the MML 95th Annual Conference to be held on June 29 – July 1, 2026.
- 5.** **2026-060:** Motion to authorize the Mayor, Council, City Manager, City Clerk, and City Attorney to travel to Biloxi for the Gulf Coast Business Council 2026 State of the Coast Symposium to be held on May 21 at Beau Rivage Resort & Casino.
- 6.** **2026-061:** Motion to authorize the Mayor, Council, City Manager, City Clerk, and City Attorney to travel to Stennis Space Center for U.S. Navy 50 Year Celebration to be held on April 7-9, 2026.
7. **2026-062:** Motion to approve Pay Application 1 in the amount of \$276,677.39 to Gulf Pride Paving, LLC., for the Diamondhead Paving Project 2026.

- 8.** **2026-063:** Motion to approve change order #4 in the net amount of -\$44,619.02 for a total contract amount of \$1,234,321.49, final pay application #8 in the amount of \$61,716.07 to SCI, LLC., and closeout documents for the Coon Branch Drainage Improvements - Phase I.
- 9.** **2026-064:** Motion to approve payments to Chiniche Engineering & Surveying in the amount of \$14,457.50 for Coon Branch Drainage, in the amount of \$2,480.00 for Jourdan River Boardwalk, in the amount of \$4,350.00 for Canal Dredging, in the amount of \$3,890.00 for Pond 6 and in the amount of \$3,776.50 for Rotten Bayou Nature Trail.
- 10.** **2026-065:** Motion to approve payments to Covington Civil & Environmental, LLC in the amount of \$5,680.00 for On-Call Survey Services, in the amount of \$25,200.00 for West Aloha Roadway Improvements Project, in the amount of \$3,101.15 for Annual Unit Price Contract, in the amount of \$18,960.00 for Commercial District Phase III Project, in the amount of \$62,000.00 for Bank Stabilization Project and in the amount of \$6,200.00 for Diamondhead Paving 2026.
- 11.** **2026-066:** Motion to authorize the City Manager to enter into the agreement for the 2026 Cruisin' The Coast event to be held Wednesday, October 7, 2026 and to approve payment of the event fee in the amount of \$4,000.
- 12.** **2206-070:** Motion to authorize the City Manager to obtain appraisals of multiple lots throughout the city to allow for access to new amenities.
- 13.** **2026-072:** Motion to approve the Amended Rental Agreement for the Activity Center, City Hall Grounds and Twin Lakes Pavilion.
- 14.** **2026-073:** Motion to extend the LPA professional services contract with Covington Civil and Environmental for the East Aloha Phase II Sidewalk Improvements Project through December 31, 2026.

#### **Action Agenda.**

- 15.** **2026-067:** Motion to approve the Planning & Zoning Commission recommendation to allow a residence with 16' of a rear property line. The property address is 7442 Mahalo Hui Drive. The tax parcel number is 067N-2-35-071.000. The property is in a R-6 zoning district. The setback for a residence from the rear property line is 20'. The variance requested is 4'. The Case File Number is 202600131.
- 16.** **2026-068:** Motion to approve the Planning & Zoning Commission recommendation to allow a fence within 10' of the property line adjoining the golf course. The property address is 7848 Moanalua Way. The tax parcel number is 067K-2-36-038.000. The property is in a R-6 zoning district. The setback for a fence on a property line adjoining the golf course is 10'. The variance requested is 0'. The Case File Number is 202600124.
- 17.** **2026-069:** Motion to approve the Planning & Zoning Commission recommendation to approve a re-plat of Diamondhead, Phase 2, Unit 1 Block 11, Lots 48-52. The properties are located on the west side of the intersection of Kaumakapili Street and Kalaepohuku Drive.
- 18.** **2026-071:** Motion to require the City Manager to erect a minimum of 2 signs or 1 double-sided sign in work zones and surrounding areas at the time notice to proceed has been issued and to also issue such notices via social media and e-blast, as appropriate, in order to provide proper notice to the public. (Clark)
- 19.** **2026-074:** Motion to consider donation of properties by Anne and Ken Reaver. (Finley)

**Routine Agenda.**

**Claims Payable**

20. Motion to approve Docket of Claims (DKT- DKT) in the amount of \$

**Department Reports**

- [a.](#) Police  
Court  
Code Enforcement  
Building

**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.*

# PROCLAMATION

## *FOR CHILD ABUSE AWARENESS AND PREVENTION MONTH* **CITY OF DIAMONDHEAD, MISSISSIPPI**

**WHEREAS**, the City of Diamondhead prides itself on giving back to the community, contributing to the quality of life among our citizens and being a safe place for families to live, work and raise their families, and

**WHEREAS**, every child is entitled to be loved, cared for, nurtured, feel secure and be free from sexual, emotional, and physical abuse and neglect; and

**WHEREAS**, 159 volunteers advocated for 381 child victims of abuse and neglect in South Mississippi, and

**WHEREAS**, CASA of South Mississippi speaks for the best interests of abused and neglected children who are involved in the Youth Court and Child Protection Services Systems through no fault of their own; and

**WHEREAS**, governmental, community, businesses, and faith-based organizations should come together with individual citizens to join in a national effort to raise awareness for those children fallen victim to abuse and neglect,

**WE**, the Mayor and City Council do hereby proclaim the month of April 2026 as “Child Abuse Awareness and Prevention Month” and urge all citizens of City of Diamondhead, Mississippi to participate in raising awareness and helping to prevent future child abuse and neglect.

Proclaimed by the Mayor and City Council on this the \_\_\_\_ day of April, 2026.

\_\_\_\_\_  
Mayor Anna Liese



**MINUTES**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**Tuesday, March 17, 2026**  
**6:00 PM CST**  
Council Chambers, City Hall  
and via teleconference, if necessary

**Call to Order.**

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

Invocation - Mayor Liese

Pledge of Allegiance

Roll Call

**PRESENT**

Mayor Anna Liese

Councilmember-At-Large Gerard Maher

Ward 3 Jessie Harwood – via teleconference

Ward 4 Austin Clark – via teleconference

**ABSENT**

Ward 1 Shane Finley

Ward 2 Ricky Sheppard

Confirm or Adjust Agenda Order

Motion made by Mayor Liese, Seconded by Councilmember-At-Large Maher to adjust the agenda adding Aaron Moran with Boy Scout Troop 210 to present an Eagle Scout Project.

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

**MOTION CARRIED UNANIMOUSLY**

**Presentation Agenda.**

- a. The next Regular Meeting of the City Council will be held Tuesday April 7, 2026 at 6:00 p.m. in the Council Chambers located at City Hall.

Aaron Moran - Boy Scout Project Presentation

Motion made by Mayor Liese, Seconded by Councilmember-At-Large Maher to approve Aaron Moran to construct and install drop off box for retired United States flags at the Maluhia Garden as a part of the Eagle Scout Project.

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

**MOTION CARRIED UNANIMOUSLY**

City Manager's Report.

**CITY MANAGER REPORT**

March 17, 2026

1. Canal Dredging – The contractor has to provide a finalized work plan to the engineer and submit his Memorandum of Agreement to DMR. The current schedule is to start at the Western end of the canal and work towards the East. The contract is for 240 days with the current end date of October 24<sup>th</sup>.
2. Paving 2026 – The contractor has finished Cherryhill Drive. During the final walkthrough, any issues remaining will be addressed. The base repairs for Op La Way were completed last week, and the asphalt repairs were started this week. If the schedule changes, the updates will be posted. The contract is for 120 days with a current completion date of June 18, 2026.
3. Dog Park – Public Works is finishing the dog park with the sod and gates being installed this week. The city has set a ribbon cutting for April 4<sup>th</sup>. A dog parade will start the festivities off at 11:00 on the 4<sup>th</sup> with the ribbon cutting after.
4. Jourdan River Boardwalk – The pre-construction meeting is this Thursday. The NTP was issued for April 20<sup>th</sup>. The contract is for 180 days with the current end date of October 17<sup>th</sup>.
5. Montjoy Creek Nature Trail – The pre-construction meeting is set for next week. A notice to proceed date has not been set at this time, but the contractor wants to start by mid-April.
6. Fitness Park – The city expects to receive the exercise equipment this week. After Public Works finishes the dog park, they will get this equipment installed.
7. Unit Price Contracts
  - Crooked Stick – A design has been created. A work directive will be submitted.
  - Mauna Loa Drive – A design has been created. A work directive will be submitted.
  - Ewa St @ Hilo Way – A design has been created. A work directive will be submitted.
  - Koula Drive – A design has been created. An OPC has been issued for budget needs.
8. East Aloha Drive – The engineers are finishing the sidewalk designs and right-of-way acquisition process with MDOT. The electrical engineering sub-contractor is completing the design and layout for the streetlights. The engineers expect to be able to advertise as soon as the MDOT requirements are completed.
9. West Aloha Drive – I am working with American Towers to finalize the egress into the driveway access to North Bay Auto and AutoZone. The engineers hope to get this project out for bid by next month.
10. Commercial District – The engineer is completing the final design. Additional sewer realignment is needed to finish the project.
11. Hazard Mitigation Grant Program – **No update this month.** The appraiser has completed the reports on the property acquisition project. The reports have been submitted to Rostan for review and submittal to MEMA.
12. Pelican Cove – **No update this month.** The engineer is completing the final plans and expects to only need a National Wetlands permit to complete this project. The permission to advertise will be on the next council agenda.

- 13. Bank Stabilization – **No Update this month.** The next step for this project will be to work on easement acquisition. Once complete, the engineers can finalize the design.
- 14. MDOT Projects – **No Update this month.** The contractor installed the signage last week. Once the engineers update the drawings for the railing along the multimodal path, the contractor will be back out to install and complete the project.
- 15. Landscaping Project – **No update this month.** Keep Diamondhead Beautiful and their landscape architect company are working on the project scope. The city has expressed that the landscaping cannot obstruct driver’s view.
- 16. Rotten Bayou Nature Trail – **No update this month.** The engineer has presented the new preliminary design for this project. They will start the survey work to determine layout and the required permitting from the USACE. The funding is currently out for public comment. Once completed, a meeting with MDEQ will be scheduled to discuss the project and receive paperwork for the council to review and approve.

Public Comments on Agenda Items - None

Council Comments.

**Policy Agenda.**

**Minutes:**

- 1. Motion to approve March 3, 2026 Regular Meeting Minutes.  
Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve March 3, 2026 Regular Meeting Minutes.  
Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

**Resolutions:**

- 2. **2026-052:** Motion to adopt Resolution 2026-010 thereby reappointing Bob Armstrong to a 4-year term to represent the City on the Hancock County E-911 Commission.  
Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to adopt Resolution 2026-010 thereby reappointing Bob Armstrong to a 4-year term to represent the City on the Hancock County E-911 Commission.  
Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

- 3. **2026-054:** Motion to adopt Resolution 2026-011 authorizing submittal of grant application to Congressman Mike Ezell's office for FY2027 U.S. Environmental Protection Agency.  
Motion made by Mayor Liese, Seconded by Councilmember-At-Large Maher to adopt Resolution 2026-011 authorizing submittal of grant application to Congressman Mike Ezell's office for FY2027 U.S. Environmental Protection Agency.  
Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 3 Harwood, Ward 4 Clark.

**MOTION CARRIED UNANIMOUSLY**

- 4. **2026-055:** Motion to adopt Resolution 2026-012 authorizing submittal of grant application to Congressman Mike Ezell's office for FY2027 U.S. Department of Housing and Urban Development Economic Development Initiative.

Motion made by Mayor Liese, Seconded by Councilmember-At-Large Maher to adopt Resolution 2026-012 authorizing submittal of grant application to Congressman Mike Ezell's office for FY2027 U.S. Department of Housing and Urban Development Economic Development Initiative.

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

**MOTION CARRIED UNANIMOUSLY**

**Consent Agenda:**

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve the following consent items:

- 5. **2026-051:** Motion to approve Sexual Abuse Prevention Policy.
- 6. **2026-053:** Motion to approve job description for Police Chief.
- 7. **2026-056:** Motion to amend the employee benefits plan to include elected officials as eligible employees to participate in employer-sponsored health, dental and vision programs at a cost share of 100% employee and 0% city effective April 1, 2026 and to authorize the administration to amend and execute necessary documents to effectuate same.

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

**MOTION CARRIED UNANIMOUSLY**

**Routine Agenda.**

**Claims Payable**

- 8. Motion to approve Docket of Claims (DKT233600- DKT233627) in the amount of \$116,360.62.

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve Docket of Claims (DKT233600- DKT233627) in the amount of \$116,360.62.

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

**MOTION CARRIED UNANIMOUSLY**

- 9. Motion to approve Payroll Payables PRCLAIM000264 in the amount of \$29,814.26, PRCLAIM000265 in the amount of \$3,028.37, PRCLAIM000266 in the amount of \$30,487.87, DKT 23359 in the amount of \$90.72 and DKT233590-DKT233599 in the amount of \$48,607.38.

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve Payroll Payables PRCLAIM000264 in the amount of \$29,814.26, PRCLAIM000265 in the amount of \$3,028.37, PRCLAIM000266 in the amount of \$30,487.87, DKT 23359 in the amount of \$90.72 and DKT233590-DKT233599 in the amount of \$48,607.38.

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

**MOTION CARRIED UNANIMOUSLY**

**Department Reports**

- a. January 2026 Financials

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve January 2026 Financials.

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

**MOTION CARRIED UNANIMOUSLY**

- b. February 2026 Financials

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve February 2026 Financials.

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

**MOTION CARRIED UNANIMOUSLY**

**Public Comments on Non-Agenda Items - None**

**Council Closing Comments**

**Adjourn/Recess.**

At 6:20 p.m. with no further business to come before the council, motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to adjourn.

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

**MOTION CARRIED UNANIMOUSLY**

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Anna Liese  
Mayor

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Jeannie Klein  
City Clerk



057  
Item No.2.

228.222.4626

228.222.4390

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

www.diamondhead.ms.gov



March 18, 2026

City Council  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear City Council,

Please approve the selection of the lowest quote from Smitty's for the repair of the fountain wall that was damaged. Below are the three quotes received for this repair.

Smitty's	\$ 7,800.00
Noble Builders Inc.	14,500.00
Greenscape Brothers Inc.	44,500.00

Your approval in this matter will be appreciated.

Sincerely,

Jon McCraw

Proposal

Swittys 73672 Diamondhead  
DR North

Diamondhead, MS, 39525  
228-669-8789

PROPOSAL NO. 1	DATE 2/MARCH/2026
BID NO.	ARCHITECT
WORK TO BE PERFORMED AT: ENTRANCE/D/H FOUNTAIN AREA	
ADDRESS	
CITY, STATE	
DATE OF PLANS	

TO City of Diamondhead/JON- <sup>228 216</sup> 2858
ADDRESS D/H Head McCRAW
CITY, STATE D, HEAD MS,
PHONE NO.

We hereby propose to furnish the materials and perform the labor necessary for the completion of Rebuild Damaged Wall

Area below for additional description and/or drawings:

- ① Remove + Recycle VOLCANO STONE / BLACK
- ② Remove Block + BRICK TO DAMAGED AREA
- ③ Apply BLACK MONTAN COLOR TO BRICKS, PARGE
- ④ Install, RECYCLED STONE, Add Stone From Top wall of Fountain
- ⑤ Clean-up - Debris Removal
- ⑥ Extra Stone might be Available From Golf Course / Cart Shed??

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_

Dollars (\$ 7800.00 ) with payments to be made as follows. Upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted DAVID K. Switzer  
Per Swittys

Note - This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date \_\_\_\_\_



# Noble Builders Inc

Estimate No: 169  
 Date: 03/16/2026  
 For: Jon McCraw Diamondhead City  
 jmccraw@diamondhead.ms.gov  
 228-216-2858

## Estimate

25900 Sandy Creek Ct.  
 Gulfport, MS 39503  
 adam@noblebuildersinc.com  
 www.noblebuildersinc.com  
 228.216.0068  
 228.342.5241

Description	Quantity	Rate	Amount
Remove Damaged wall from front entry sign. Care will be taken to remove the large lava rocks from damaged walls for reuse. Remove and haul away damaged wall structure down to the existing foundation. New wall will be constructed at similar angle to the existing walls. The saved lava rocks will be reinstalled to help match the original look. We will paint the new walls and lava rocks flat black to help match the existing walls. Clean up mess and haul away remaining debris.	1	\$14,500.00	\$14,500.00
		Subtotal	\$14,500.00
		Total	\$14,500.00
		<b>Total</b>	<b>\$14,500.00</b>

KIRK EDRINGTON  
GREENSCAPE BROTHERS INC  
19453 28TH STREET  
LONG BEACH MS 228-861-3040

CITY OF DIAMONDHEAD  
WALL CONSTRUCTION

**WALL CONSTRUCTION**

removal of existing wall that was hit by car approximately 39' of wall and haul off material  
pour footer in needed for new wall  
build wall back with center block and brick to image existing wall with slopes  
use veneer stone to match as closely as possible  
sample well be provided before doing work \$25.00 square foot allowance  
paint veneer wall to match existing wall

add ms sales tax .07%

wall construction \$44,500.00



March 23, 2026

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

**Re: Pay Application #1  
Diamondhead Paving Project 2026  
Gulf Pride Paving, LLC**

Dear Mr. McCraw:

Enclosed, please find Pay Application #1 to be considered for approval by the City Council at the next meeting. The Application includes the period from 2/18/2026 to 3/20/2026. At the end of the application period, we are approximately 41% complete on contract value and 25% 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 Gulf Pride Paving, LLC, in the amount of \$276,677.39. Please do not hesitate to contact me should you have any questions.

Sincerely,

**COVINGTON CIVIL & ENVIRONMENTAL, LLC**

Sarah McLellan, P.E.  
Project Engineer

Enclosures: Pay Application #1 Signed

**APPLICATION AND CERTIFICATION FOR PAYMENT**

APP DOCUMENT G702

PAGE 1 of 2 PAGES

To Owner	City of Diamondhead	PROJECT	Diamondhead Paving 2026	APPLICATION NO.	1	Distribution to <input type="checkbox"/> GC <input checked="" type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OWNER
FROM CONTRACTOR		VIA ENGINEER	Covington Engineering	PERIOD TO	3/20/26	
	Gulf Pride Paving, LLC 10200 Logan Cline Road Gulfport, MS 39503			PROJECT NOS.	16175-08-WX-137	
CONTRACTOR	Diamondhead Paving			CONTRACT DATE	02/03/26	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment as shown below in connection with the Contract Continuation Sheet - VIA 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

1. ORIGINAL CONTRACT SUM	S.	<u>699,397.00</u>
2. Net change by Change Orders	S.	<u>0.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	S.	<u>699,397.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column E on G703)	S.	<u>291,239.36</u>
5. RETAINAGE		
a. _____ % of Completed Work (Column D on G703)	S.	<u>14,561.97</u>
b. _____ % of Stored Material (Column E on G703)	S.	<u>          </u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5a + b)		<u>276,677.39</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	S.	<u>          </u>
8. CURRENT PAYMENT DUE	S.	<u>276,677.39</u>
9. BALANCE TO FINISH INCLUDING RETAINAGE (Line 3 less Line 7)	S.	<u>408,557.64</u>

CONTRACTOR: Gulf Pride Paving, LLC

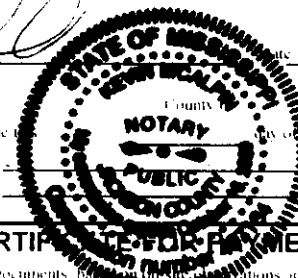
By: [Signature] Date: 3/20/26

State of Mississippi County Hancock

Subscribed and sworn to before me this 3/20/26 day of March

Notary Public

My Commission expires           



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, including all Additions 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 S. 276,677.39

Attach explanation of amount certified, letters 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: Sarah McLellan Date: 3/23/2026

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		
TOTALS		
NET CHANGES by Change Order		

**CONTINUATION SHEET**

APPLICATION NO: I  
 APPLICATION DATE: 3/20/26  
 PERIOD TO: 3/20/26  
 ENGINEERS PROJECT NO: 16175.08 - WA #37

ITEM NO.:	ITEMS:	UNITS:	ESTIMATED CONTRACT QUANTITY:	UNIT PRICE:	ESTIMATED CONTRACT AMOUNT:	COMPLETED THIS PERIOD:	AMOUNT THIS PERIOD:	COMPLETED TO DATE:	AMOUNT TO DATE:
<b>Base Bid</b>									
1	Mobilization	1.00	LS	\$25,000.00	\$25,000.00	100%	\$ 25,000.00	100%	\$ 25,000.00
2	Maintenance of Traffic	1.00	LS	\$17,500.00	\$17,500.00	42%	\$ 7,350.00	42%	\$ 7,350.00
3	Silt Fence	500.00	LF	\$2.50	\$1,250.00		\$ -		\$ -
4	Wattles	300.00	LF	\$10.00	\$3,000.00		\$ -		\$ -
5	Removal of Pavement (All Types and Thicknesses)	3,150.00	SY	\$12.00	\$37,800.00	1989	\$ 23,868.00	1989	\$ 23,868.00
6	Excess Excavation, PM	1,000.00	CY	\$11.00	\$11,000.00	448	\$ 4,928.00	448	\$ 4,928.00
7	Borrow Material, LVM	100.00	CY	\$20.00	\$2,000.00		\$ -		\$ -
8	Geotextile Fabric - MDOT Type V	3,150.00	SY	\$4.00	\$12,600.00	1989	\$ 7,956.00	1989	\$ 7,956.00
9	610 Granular Aggregate Base	580.00	CY	\$200.00	\$116,000.00	332	\$ 66,400.00	332	\$ 66,400.00
10	1.5" 9.5 mm, ST, Asphalt Pavement	11,000.00	SY	\$15.98	\$175,780.00	6982	\$ 111,572.36	6982	\$ 111,572.36
11	2" 12.5 mm, ST, Asphalt Pavement	3,150.00	SY	\$20.00	\$63,000.00	1989	\$ 39,780.00	1989	\$ 39,780.00
12	Thermoplastic Traffic Markings, 24" Stop Bar	125.00	LF	\$12.25	\$1,531.25		\$ -		\$ -
13	4" Thermoplastic, Traffic Stripe, Continuous Yellow	9,200.00	LF	\$1.85	\$17,020.00		\$ -		\$ -
14	4" Thermoplastic, Traffic Stripe, Continuous White	8,900.00	LF	\$1.85	\$16,465.00		\$ -		\$ -
15	Manhole and Valve Riser	4.00	EA	\$500.00	\$2,000.00	4	\$ 2,000.00	4	\$ 2,000.00
16	Solid Sodding	50.00	SY	\$15.00	\$750.00		\$ -		\$ -

<b>Alternate 2 - Alla Street</b>									
A2-1	Removal of Pavement (All Types and Thicknesses)	1250	SY	\$12.00	\$15,000.00		\$ -		\$ -
A2-2	Excess Excavation, PM	395	CY	\$11.00	\$4,345.00		\$ -		\$ -
A2-3	Borrow Material, LVM	50	CY	\$20.00	\$1,000.00		\$ -		\$ -
A2-4	Geotextile Fabric - MDOT Type V	1250	SY	\$4.00	\$5,000.00		\$ -		\$ -
A2-5	610 Granular Aggregate Base	230	CY	\$200.00	\$46,000.00		\$ -		\$ -
A2-6	1.5" 9.5 mm, ST, Asphalt Pavement	5150	SY	\$15.98	\$82,297.00		\$ -		\$ -
A2-7	2" 12.5 mm, ST, Asphalt Pavement	1250	SY	\$20.00	\$25,000.00		\$ -		\$ -
A2-8	Thermoplastic Traffic Markings, 24" Stop Bar	25	LF	\$12.25	\$306.25		\$ -		\$ -
A2-9	4" Thermoplastic Traffic Stripe, Continuous Yellow	3800	LF	\$1.85	\$7,030.00		\$ -		\$ -
A2-10	4" Thermoplastic Traffic Stripe, Continuous White	3850	LF	\$1.85	\$7,122.50		\$ -		\$ -
A2-11	Manhole and Valve Riser	8	EA	\$500.00	\$4,000.00	4.77	\$ 2,385.00	4.77	\$ 2,385.00
<b>TOTAL</b>					<b>\$ 699,797.00</b>		<b>\$ 291,239.36</b>		<b>\$ 291,239.36</b>



March 9, 2026

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

RE: Coon Branch Drainage Improvements – Phase 1  
Closeout Documents, Change Order #4 & Pay App #8 (Retainage)

Dear Mr. McCraw,

Please find attached the following closeout documents from SCI, LLC for the Coon Branch Drainage Improvements – Phase 1 project.

- Current Evidence of Insurance
- Consent of Surety of Final Payment
- Contractor's Affidavit of Release of Lien
- Contractor's Affidavit of Payment of all Debts and Claims
- Certificate of Substantial Completion

Also attached are the following documents:

- Change Order #4 – Final Quantity Adjustments
- Pay Application #8 (Retainage) for the amount of \$61,716.07. The pay application 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 additional information, please do not hesitate to contact me at 228-467-6755 or [jason@chiniche.com](mailto:jason@chiniche.com).

Sincerely,

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

Jason Chiniche, P.E.  
Principal Engineer



**City of Diamondhead  
Coon Branch Drainage Improvements - Phase 1**

**CHANGE ORDER #4  
SUMMARY OF FINAL QUANTITY ADJUSTMENTS**

Item No.	Item Description	Original Contract				Quantity Adjustment	Cost Increase/Decrease	Adjusted	
		Quantity	Unit	Unit Price	Extension			Quantity	Extension
01500 A	Mobilization	1	LS	\$116,201.70	\$116,201.70	0.000	\$0.00	1	\$116,201.70
01510 A	Maintenance of Traffic	1	LS	\$35,702.50	\$35,702.50	0.001	\$35.70	1.001	\$35,738.20
02000 A	Removal of Driveway – all types & thicknesses	425	SY	\$14.40	\$6,120.00	117.8	\$1,696.32	542.8	\$7,816.32
02000 B	Removal of Roadway – all types & thicknesses	210	SY	\$14.40	\$3,024.00	-14.4	-\$207.36	195.6	\$2,816.64
02000 C	Remove & Reinstall Mailboxes, Street Signs and Others	20	EA	\$1,212.00	\$24,240.00	-8	-\$9,696.00	12	\$14,544.00
02000 D	Removal of Existing Fencing	400	LF	\$18.00	\$7,200.00	329	\$5,922.00	729	\$13,122.00
02000 E	Removal of Existing Pipe	1000	LF	\$18.00	\$18,000.00	-334	-\$6,012.00	666	\$11,988.00
02020 A	Construction Entrance	1	LS	\$5,691.80	\$5,691.80	-1	-\$5,691.80	0	\$0.00
02020 B	Silt Fence	1000	LF	\$4.70	\$4,700.00	-976	-\$4,587.20	24	\$112.80
02020 C	Straw Wattles	1000	LF	\$3.00	\$3,000.00	-690	-\$2,070.00	310	\$930.00
02100 A	Clearing & Grubbing	1000	SY	\$4.50	\$4,500.00	6195	\$27,877.50	7195	\$32,377.50
02600 A	24" RCP	270	LF	\$106.10	\$28,647.00	-90.85	-\$9,639.19	179.15	\$19,007.82
02600 B	36" RCP	40	LF	\$282.90	\$11,316.00	64	\$18,105.60	104	\$29,421.60
02600 C	22.5"x36" RCAP	40	LF	\$180.00	\$7,200.00	-8	-\$1,440.00	32	\$5,760.00
02600 D	27"x44" RCAP	40	LF	\$180.00	\$7,200.00	-8	-\$1,440.00	32	\$5,760.00
02600 E	15" HDPE	30	LF	\$75.60	\$2,268.00	-5	-\$378.00	25	\$1,890.00
02600 F	18" HDPE	220	LF	\$73.00	\$16,060.00	46	\$3,358.00	266	\$19,418.00
02600 G	24" HDPE	320	LF	\$85.40	\$27,328.00	-9	-\$768.60	311	\$26,559.40
02600 H	36" HDPE	1530	LF	\$117.00	\$179,010.00	-123	-\$14,391.00	1407	\$164,619.00
02600 I	24" Flared End Section	10	EA	\$855.50	\$8,555.00	-4	-\$3,422.00	6	\$5,133.00
02600 J	36" Flared End Section	1	EA	\$1,461.60	\$1,461.60	0	\$0.00	1	\$1,461.60
02600 K	22.5"x36" Flared End Section	2	EA	\$1,207.20	\$2,414.40	0	\$0.00	2	\$2,414.40
02600 L	27"x44" Flared End Section	1	EA	\$1,597.90	\$1,597.90	0	\$0.00	1	\$1,597.90
02600 M	Storm Drain Inlet	7	EA	\$3,750.00	\$26,250.00	-1	-\$3,750.00	6	\$22,500.00
02600 N	Beehive Catch Basin	23	EA	\$3,750.00	\$86,250.00	0	\$0.00	23	\$86,250.00
02600 O	Driveway Straight Headwall	36	EA	\$2,500.00	\$90,000.00	0	\$0.00	36	\$90,000.00
02600 P	Concrete Headwall	1	EA	\$6,250.00	\$6,250.00	0.86	\$5,375.00	1.86	\$11,625.00
02600 Q	Utility Adjustment	30	EA	\$5,303.60	\$159,108.00	-19	-\$100,768.40	11	\$58,339.60
02600 R	31"x51" RCAP	60	LF	\$263.60	\$15,816.00	-20	-\$5,272.00	40	\$10,544.00
02600 S	42" RCP	50	LF	\$245.40	\$12,270.00	7	\$1,717.80	57	\$13,987.80
02600 T	42" Flared End Section	1	EA	\$2,976.80	\$2,976.80	0	\$0.00	1	\$2,976.80
02600 U	Conflict Box	2	EA	\$11,444.50	\$22,889.00	-2	-\$22,889.00	0	\$0.00
02630 B	Grade Swale	1530	LF	\$54.10	\$82,773.00	0	\$0.00	1530	\$82,773.00
02630 C	Grade Outfall Ditch	250	LF	\$66.20	\$16,550.00	-2	-\$132.40	248	\$16,417.60
02710 A	Asphalt Pavement Repair	50	TON	\$362.50	\$18,125.00	54.47	\$19,745.38	104.47	\$37,870.38
02710 B	Base Repair	50	CY	\$142.20	\$7,110.00	-12.57	-\$1,787.45	37.43	\$5,322.55

City of Diamondhead  
Coon Branch Drainage Improvements - Phase 1

CHANGE ORDER #4  
SUMMARY OF FINAL QUANTITY ADJUSTMENTS

Item No.	Item Description	Original Contract				Quantity Adjustment	Cost Increase/Decrease	Adjusted	
		Quantity	Unit	Unit Price	Extension			Quantity	Extension
02730 A	Select Backfill	500	CY	\$29.80	\$14,900.00	-317	-\$9,446.60	183	\$5,453.40
02730 B	Concrete Driveway	405	SY	\$112.50	\$45,562.50	93.5	\$10,518.75	498.5	\$56,081.25
02730 C	Gravel Driveway	20	SY	\$78.50	\$1,570.00	13	\$1,020.50	33	\$2,590.50
02750 A	100-lb Riprap	500	TON	\$129.30	\$64,650.00	-449.47	-\$58,116.47	50.53	\$6,533.53
02750 B	200-lb Riprap	200	TON	\$129.30	\$25,860.00	504.43	\$65,222.80	704.43	\$91,082.80
02800 A	4' Wood Fence	20	LF	\$31.30	\$626.00	-20	-\$626.00	0	\$0.00
02800 B	6' Wood Fence	380	LF	\$31.30	\$11,894.00	409	\$12,801.70	789	\$24,695.70
02900 A	Placement of Sod	2000	SY	\$12.10	\$24,200.00	-1940	-\$23,474.00	60	\$726.00
02900 B	Placement of Seed	250	SY	\$9.60	\$2,400.00	6582	\$63,187.20	6832	\$65,587.20
<b>TOTAL</b>					<b>\$1,259,468.20</b>	<b>-</b>	<b>-\$49,421.22</b>	<b>-</b>	<b>\$1,210,046.98</b>
<b>CHANGE ORDERS</b>									
CO#1	Change Order #1	1	LS	\$9,375.00	\$9,375.00	0	\$0.00	1	\$9,375.00
CO#2	Change Order #2	1	LS	\$ 6,252.71	\$6,252.71	0	\$0.00	1	\$6,252.71
CO#3	24" RCP	-40	LF	\$ 106.10	-\$4,244.00	40	\$4,244.00	0	\$0.00
	24" Flared End Secton	-2	EA	\$ 855.50	-\$1,711.00	2	\$1,711.00	0	\$0.00
	29x18 RCAP	40	LF	\$ 144.10	\$5,764.00	-8	-\$1,152.80	32	\$4,611.20
	29x18 RCAP FES	2	EA	\$ 1,132.50	\$2,265.00	0	\$0.00	2	\$2,265.00
	24" RCP Restocking Fee	40	LF	\$ 30.90	\$1,236.00	0	\$0.00	40	\$1,236.00
	24" FES Restocking Fee	2	EA	\$ 267.30	\$534.60	0	\$0.00	2	\$534.60
<b>TOTAL</b>					<b>\$19,472.31</b>	<b>-</b>	<b>\$4,802.20</b>	<b>-</b>	<b>\$24,274.51</b>
<b>TOTAL</b>					<b>\$1,278,940.51</b>	<b>-</b>	<b>-\$44,619.02</b>	<b>-</b>	<b>\$1,234,321.49</b>

**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 I  
17-057-00-11-2023

APPLICATION NO: 8 - FINAL

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	PROJECT MANAGER/ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR: SCI, LLC

VIA : PROJECT MANAGER

PERIOD TO: 2/20/26-02/27/26

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

CONTRACT FOR: Coon Branch Drainage Improvements - Phase I

CONTRACT DATE: 4/28/2025

**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.

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.

1. ORIGINAL CONTRACT SUM	\$	<u>1,259,468.20</u>
2. Net change by Change Orders	\$	<u>19,472.31</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>1,278,940.51</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>1,234,321.49</u>
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	<u>                    </u>
b. 5 % of Stored Material (Column F on G703)	\$	<u>                    </u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>                    </u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>                    </u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>                    </u>
8. CURRENT PAYMENT DUE	\$	<u>                    </u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>                    </u>

CONTRACTOR:

By: Natasha Dent Date: 2/27/2026

**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 ..... \$ 61,716.07

(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.)

By: Jaron Chivelo, P.E. Date: 3/9/26

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	\$19,472.31	
Total approved this Month		
<b>TOTALS</b>	<b>\$19,472.31</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$19,472.31</b>	

**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

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

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

APPLICATION NO: 8 - FINAL  
 APPLICATION DATE: 2/27/2026  
 PERIOD TO: 2/20/26-02/27/26  
 ARCHITECT'S PROJECT NO:

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					
2	Maintenance of Traffic	\$ 35,702.50	\$35,738.20			100.10%	(\$35.70)	\$1,786.91	
3	Removal of Driveway - all types & thickness	\$ 6,120.00	\$7,816.32			127.72%	(\$1,696.32)	\$390.82	
4	Removal of Roadway - all types & thickness	\$ 3,024.00	\$2,816.64			93.14%	\$207.36	\$140.83	
5	Removal & Reinstall Mailboxes, Street Signs, & Others	\$ 24,240.00	\$14,544.00			60.00%	\$9,696.00	\$727.20	
6	Removal of Existing Fencing	\$ 7,200.00	\$13,122.00			182.25%	(\$5,922.00)	\$656.10	
7	Removal of Existing Pipe	\$ 18,000.00	\$11,988.00			66.60%	\$6,012.00	\$599.40	
9	Construction Entrance	\$ 5,691.80	\$0.00				\$5,691.80	\$0.00	
10	Silt Fence	\$ 4,700.00	\$112.80			2.40%	\$4,587.20	\$5.64	
11	Straw Wattles	\$ 3,000.00	\$930.00			31.00%	\$2,070.00	\$46.50	
12	Clearing & Grubbing	\$ 4,500.00	\$32,377.50			719.50%	(\$27,877.50)	\$1,618.88	
13	24" RCP	\$ 28,647.00	\$19,007.82			66.35%	\$9,639.19	\$950.39	
14	36" RCP	\$ 11,316.00	\$29,421.60			260.00%	(\$18,105.60)	\$1,471.08	
15	22.5"x36" RCAP	\$ 7,200.00	\$5,760.00			80.00%	\$1,440.00	\$288.00	
16	27"x44" RCAP	\$ 7,200.00	\$5,760.00			80.00%	\$1,440.00	\$288.00	
17	15" HDPE	\$ 2,268.00	\$1,890.00			83.33%	\$378.00	\$94.50	
18	18" HDPE	\$ 16,060.00	\$19,418.00			120.91%	(\$3,358.00)	\$970.90	
19	24" HDPE	\$ 27,328.00	\$26,559.40			97.19%	\$768.60	\$1,327.97	
20	36" HDPE	\$ 179,010.00	\$164,619.00			91.96%	\$14,391.00	\$8,230.95	
21	24" Flared End Section	\$ 8,555.00	\$5,133.00			60.00%	\$3,422.00	\$256.65	
22	36" Flared End Section	\$ 1,461.60	\$1,461.60			100.00%	\$0.00	\$73.08	
23	22.5"x36" Flared End Section	\$ 2,414.40	\$2,414.40			100.00%	\$0.00	\$120.72	
24	27"x44" Flared End Section	\$ 1,597.90	\$1,597.90			100.00%	\$0.00	\$79.90	
25	Storm Drain Inlet	\$ 26,250.00	\$22,500.00			85.71%	\$3,750.00	\$1,125.00	
26	Beehive Catch Basin	\$ 86,250.00	\$86,250.00			100.00%	\$0.00	\$4,312.50	
27	Driveway Straight Headwall	\$ 90,000.00	\$90,000.00			100.00%	\$0.00	\$4,500.00	
28	Concrete Headwall	\$ 6,250.00	\$11,625.00			186.00%	(\$5,375.00)	\$581.25	
29	Utility Adjustment	\$ 159,108.00	\$58,339.60			36.67%	\$100,768.40	\$2,916.98	
30	31"x51" RCAP	\$ 15,816.00	\$10,544.00			66.67%	\$5,272.00	\$527.20	
31	42" RCP	\$ 12,270.00	\$13,987.80			114.00%	(\$1,717.80)	\$699.39	
32	42" Flared End Section	\$ 2,976.80	\$2,976.80			100.00%	\$0.00	\$148.84	
33	Conflict Box	\$ 22,889.00	\$0.00				\$22,889.00	\$0.00	
34	Grade Swale	\$ 82,773.00	\$82,773.00			100.00%	\$0.00	\$4,138.65	
35	Grade Outfall Ditch	\$ 16,550.00	\$16,417.60			99.20%	\$132.40	\$820.88	
36	Asphalt Pavement Repair	\$ 18,125.00	\$37,870.38			208.94%	(\$19,745.38)	\$1,893.52	
37	Base Repair	\$ 7,110.00	\$5,322.55			74.86%	\$1,787.45	\$266.13	
38	Select Backfill	\$ 14,900.00	\$5,453.40			36.60%	\$9,446.60	\$272.67	
39	Concrete Driveway	\$ 45,562.50	\$56,081.25			123.09%	(\$10,518.75)	\$2,804.06	
40	Gravel Driveway	\$ 1,570.00	\$2,590.50			165.00%	(\$1,020.50)	\$129.53	
41	100-lb Riprap	\$ 64,650.00	\$6,533.53			10.11%	\$58,116.47	\$326.68	
42	200-lb Riprap	\$ 25,860.00	\$91,082.80			352.22%	(\$65,222.80)	\$4,554.14	

43	4' Wood Fence	\$ 626.00	\$0.00						
44	6' Wood Fence	\$ 11,894.00	\$24,695.70		\$0.00		\$626.00	\$0.00	
45	Placement of Sod	\$ 24,200.00	\$726.00		\$24,695.70	207.63%	(\$12,801.70)	\$1,234.79	
46	Placement of Seed	\$ 2,400.00	\$65,587.20		\$726.00	3.00%	\$23,474.00	\$36.30	
47	Change Order #1	\$ 9,375.00	\$9,375.00		\$65,587.20	2732.80%	(\$63,187.20)	\$3,279.36	
48	Change Order #2	\$ 6,252.71	\$6,252.71		\$9,375.00	100.00%	\$0.00	\$468.75	
49	Change Order #3				\$6,252.71	100.00%	\$0.00	\$312.64	
	24" RCP	\$ (4,244.00)	\$0.00		\$0.00		(\$4,244.00)	\$0.00	
	24" Flared End Section	\$ (1,711.00)	\$0.00		\$0.00		(\$1,711.00)	\$0.00	
	29x18 RCAP	\$ 5,764.00	\$4,611.20		\$4,611.20	80.00%	\$1,152.80	\$230.56	
	29x18 RCAP FES	\$ 2,265.00	\$2,265.00		\$2,265.00	100.00%	\$0.00	\$113.25	
	24" RCP Restocking Fee	\$ 1,236.00	\$1,236.00		\$1,236.00	100.00%	\$0.00	\$61.80	
	24" FES Restocking fee	\$ 534.60	\$534.60		\$534.60	100.00%	\$0.00	\$26.73	
<b>GRAND TOTALS</b>		<b>\$1,278,940.51</b>	<b>\$1,234,321.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,234,321.49</b>		<b>\$44,619.02</b>	<b>\$61,716.07</b>

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

City of Diamondhead  
Coon Branch Drainage Improvements - Phase 1

Pay Application #8  
FINAL (RETAINAGE)

Item No.	Item Description	Quantity	Unit	Unit Price	Extension	Completed Work				Updated Quantity (CO #4)	Updated Extension (CO #4)	% Complete	Remaining
						Previous		Current					
						Quantity	Amount	Quantity	Amount				
01500 A	Mobilization	1	LS	\$ 116,201.70	\$116,201.70	1	\$116,201.70	0	\$0.00	1	\$116,201.70	100%	\$0.00
01510 A	Maintenance of Traffic	1	LS	\$ 35,702.50	\$35,702.50	1.001	\$35,738.20	0	\$0.00	1.001	\$35,738.20	100%	\$0.00
02000 A	Removal of Driveway - all types & thicknesses	425	SY	\$ 14.40	\$6,120.00	542.8	\$7,816.32	0	\$0.00	542.8	\$7,816.32	100%	\$0.00
02000 B	Removal of Roadway - all types & thicknesses	210	SY	\$ 14.40	\$3,024.00	195.6	\$2,816.64	0	\$0.00	195.6	\$2,816.64	100%	\$0.00
02000 C	Remove & Reinstall Mailboxes, Street Signs and Others	20	EA	\$ 1,212.00	\$24,240.00	12	\$14,544.00	0	\$0.00	12	\$14,544.00	100%	\$0.00
02000 D	Removal of Existing Fencing	400	LF	\$ 18.00	\$7,200.00	729	\$13,122.00	0	\$0.00	729	\$13,122.00	100%	\$0.00
02000 E	Removal of Existing Pipe	1000	LF	\$ 18.00	\$18,000.00	666	\$11,988.00	0	\$0.00	666	\$11,988.00	100%	\$0.00
02020 A	Construction Entrance	1	LS	\$ 5,691.80	\$5,691.80	0	\$0.00	0	\$0.00	0	\$0.00	--	\$0.00
02020 B	Silt Fence	1000	LF	\$ 4.70	\$4,700.00	24	\$112.80	0	\$0.00	24	\$112.80	100%	\$0.00
02020 C	Straw Wattles	1000	LF	\$ 3.00	\$3,000.00	310	\$930.00	0	\$0.00	310	\$930.00	100%	\$0.00
02100 A	Clearing & Grubbing	1000	SY	\$ 4.50	\$4,500.00	7195	\$32,377.50	0	\$0.00	7195	\$32,377.50	100%	\$0.00
02600 A	24" RCP	270	LF	\$ 106.10	\$28,647.00	179.15	\$19,007.82	0	\$0.00	179.15	\$19,007.82	100%	\$0.00
02600 B	36" RCP	40	LF	\$ 282.90	\$11,316.00	104	\$29,421.60	0	\$0.00	104	\$29,421.60	100%	\$0.00
02600 C	22.5"x36" RCAP	40	LF	\$ 180.00	\$7,200.00	32	\$5,760.00	0	\$0.00	32	\$5,760.00	100%	\$0.00
02600 D	27"x44" RCAP	40	LF	\$ 180.00	\$7,200.00	32	\$5,760.00	0	\$0.00	32	\$5,760.00	100%	\$0.00
02600 E	15" HDPE	30	LF	\$ 75.60	\$2,268.00	25	\$1,890.00	0	\$0.00	25	\$1,890.00	100%	\$0.00
02600 F	18" HDPE	220	LF	\$ 73.00	\$16,060.00	266	\$19,418.00	0	\$0.00	266	\$19,418.00	100%	\$0.00
02600 G	24" HDPE	320	LF	\$ 85.40	\$27,328.00	311	\$26,559.40	0	\$0.00	311	\$26,559.40	100%	\$0.00
02600 H	36" HDPE	1530	LF	\$ 117.00	\$179,010.00	1407	\$164,619.00	0	\$0.00	1407	\$164,619.00	100%	\$0.00
02600 I	24" Flared End Section	10	EA	\$ 855.50	\$8,555.00	6	\$5,133.00	0	\$0.00	6	\$5,133.00	100%	\$0.00
02600 J	36" Flared End Section	1	EA	\$ 1,461.60	\$1,461.60	1	\$1,461.60	0	\$0.00	1	\$1,461.60	100%	\$0.00
02600 K	22.5"x36" Flared End Section	2	EA	\$ 1,207.20	\$2,414.40	2	\$2,414.40	0	\$0.00	2	\$2,414.40	100%	\$0.00
02600 L	27"x44" Flared End Section	1	EA	\$ 1,597.90	\$1,597.90	1	\$1,597.90	0	\$0.00	1	\$1,597.90	100%	\$0.00
02600 M	Storm Drain Inlet	7	EA	\$ 3,750.00	\$26,250.00	6	\$22,500.00	0	\$0.00	6	\$22,500.00	100%	\$0.00
02600 N	Beehive Catch Basin	23	EA	\$ 3,750.00	\$86,250.00	23	\$86,250.00	0	\$0.00	23	\$86,250.00	100%	\$0.00
02600 O	Driveway Straight Headwall	36	EA	\$ 2,500.00	\$90,000.00	36	\$90,000.00	0	\$0.00	36	\$90,000.00	100%	\$0.00
02600 P	Concrete Headwall	1	EA	\$ 6,250.00	\$6,250.00	1.86	\$11,625.00	0	\$0.00	1.86	\$11,625.00	100%	\$0.00
02600 Q	Utility Adjustment	30	EA	\$ 5,303.60	\$159,108.00	11	\$58,339.60	0	\$0.00	11	\$58,339.60	100%	\$0.00
02600 R	31"x51" RCAP	60	LF	\$ 263.60	\$15,816.00	40	\$10,544.00	0	\$0.00	40	\$10,544.00	100%	\$0.00
02600 S	42" RCP	50	LF	\$ 245.40	\$12,270.00	57	\$13,987.80	0	\$0.00	57	\$13,987.80	100%	\$0.00
02600 T	42" Flared End Section	1	EA	\$ 2,976.80	\$2,976.80	1	\$2,976.80	0	\$0.00	1	\$2,976.80	100%	\$0.00
02600 U	Conflict Box	2	EA	\$ 11,444.50	\$22,889.00	0	\$0.00	0	\$0.00	0	\$0.00	--	\$0.00
02630 B	Grade Swale	1530	LF	\$ 54.10	\$82,773.00	1530	\$82,773.00	0	\$0.00	1530	\$82,773.00	100%	\$0.00
02630 C	Grade Outfall Ditch	250	LF	\$ 66.20	\$16,550.00	248	\$16,417.60	0	\$0.00	248	\$16,417.60	100%	\$0.00
02710 A	Asphalt Pavement Repair	50	TON	\$ 362.50	\$18,125.00	104.47	\$37,870.38	0	\$0.00	104.47	\$37,870.38	100%	\$0.00
02710 B	Base Repair	50	CY	\$ 142.20	\$7,110.00	37.43	\$5,322.55	0	\$0.00	37.43	\$5,322.55	100%	\$0.00
02730 A	Select Backfill	500	CY	\$ 29.80	\$14,900.00	183	\$5,453.40	0	\$0.00	183	\$5,453.40	100%	\$0.00
02730 B	Concrete Driveway	405	SY	\$ 112.50	\$45,562.50	498.5	\$56,081.25	0	\$0.00	498.5	\$56,081.25	100%	\$0.00
02730 C	Gravel Driveway	20	SY	\$ 78.50	\$1,570.00	33	\$2,590.50	0	\$0.00	33	\$2,590.50	100%	\$0.00
02750 A	100-lb Riprap	500	TON	\$ 129.30	\$64,650.00	50.53	\$6,533.53	0	\$0.00	50.53	\$6,533.53	100%	\$0.00
02750 B	200-lb Riprap	200	TON	\$ 129.30	\$25,860.00	704.43	\$91,082.80	0	\$0.00	704.43	\$91,082.80	100%	\$0.00
02800 A	4' Wood Fence	20	LF	\$ 31.30	\$626.00	0	\$0.00	0	\$0.00	0	\$0.00	--	\$0.00
02800 B	6' Wood Fence	380	LF	\$ 31.30	\$11,894.00	789	\$24,695.70	0	\$0.00	789	\$24,695.70	100%	\$0.00
02900 A	Placement of Sod	2000	SY	\$ 12.10	\$24,200.00	60	\$726.00	0	\$0.00	60	\$726.00	100%	\$0.00
02900 B	Placement of Seed	250	SY	\$ 9.60	\$2,400.00	6832	\$65,587.20	0	\$0.00	6832	\$65,587.20	100%	\$0.00
<b>TOTAL</b>					<b>\$1,259,468.20</b>	<b>--</b>	<b>\$1,210,046.98</b>	<b>--</b>	<b>\$0.00</b>	<b>--</b>	<b>\$1,210,046.98</b>	<b>100%</b>	<b>\$0.00</b>

City of Diamondhead  
Coon Branch Drainage Improvements - Phase 1

Pay Application #8  
FINAL (RETAINAGE)

Item No.	Item Description	Quantity	Unit	Unit Price	Extension	Completed Work				Updated Quantity (CO #4)	Updated Extension (CO #4)	% Complete	Remaining
						Previous		Current					
						Quantity	Amount	Quantity	Amount				
<b>CHANGE ORDERS</b>													
CO#1	Change Order #1	1	LS	\$ 9,375.00	\$9,375.00	1	\$9,375.00	0	\$0.00	1	\$9,375.00	100%	\$0.00
CO#2	Change Order #2	1	LS	\$ 6,252.71	\$6,252.71	1	\$6,252.71	0	\$0.00	1	\$6,252.71	100%	\$0.00
CO#3	24" RCP	-40	LF	\$ 106.10	-\$4,244.00	0	\$0.00	0	\$0.00	0	\$0.00	--	\$0.00
	24" Flared End Section	-2	EA	\$ 855.50	-\$1,711.00	0	\$0.00	0	\$0.00	0	\$0.00	--	\$0.00
	29x18 RCAP	40	LF	\$ 144.10	\$5,764.00	32	\$4,611.20	0	\$0.00	32	\$4,611.20	100%	\$0.00
	29x18 RCAP FES	2	EA	\$ 1,132.50	\$2,265.00	2	\$2,265.00	0	\$0.00	2	\$2,265.00	100%	\$0.00
	24" RCP Restocking Fee	40	LF	\$ 30.90	\$1,236.00	40	\$1,236.00	0	\$0.00	40	\$1,236.00	100%	\$0.00
	24" FES Restocking Fee	2	EA	\$ 267.30	\$534.60	2	\$534.60	0	\$0.00	2	\$534.60	100%	\$0.00
<b>TOTAL</b>					<b>\$19,472.31</b>	-	<b>\$24,274.51</b>	-	<b>\$0.00</b>	-	<b>\$24,274.51</b>	<b>100%</b>	<b>\$0.00</b>
<b>TOTAL</b>					<b>\$1,278,940.51</b>	-	<b>\$1,234,321.49</b>	-	<b>\$0.00</b>	-	<b>\$1,234,321.49</b>	<b>100%</b>	<b>\$0.00</b>

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 #** 17-057-0288  
**DATE** 03/23/2026

**TERMS** Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/02/2026	17-057-2021 Senior Professional	coordination	1:30	145.00	217.50
02/02/2026	17-057-2021 RPR	Monitoring progress on project	2:30	75.00	187.50
02/03/2026	17-057-2021 Senior Professional	coordination	2:30	145.00	362.50
02/04/2026	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
02/04/2026	17-057-2021 RPR	Monitoring progress on project	3:45	75.00	281.25
02/05/2026	17-057-2021 Senior Professional	coordination	4:30	145.00	652.50
02/05/2026	17-057-2021 RPR	Monitoring progress on project	6:00	75.00	450.00
02/06/2026	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
02/06/2026	17-057-2021 RPR	Monitoring progress on project	5:30	75.00	412.50
02/09/2026	17-057-2021 Clerical	update CF	2:30	50.00	125.00
02/09/2026	17-057-2021 Senior Professional	coordination	2:30	145.00	362.50
02/09/2026	17-057-2021 RPR	Monitoring progress on project	2:15	75.00	168.75
02/10/2026	17-057-2021 Senior Professional	coordination	4:30	145.00	652.50
02/10/2026	17-057-2021 RPR	Monitoring progress on project	5:30	75.00	412.50
02/11/2026	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
02/11/2026	17-057-2021 RPR	Monitoring progress	6:30	75.00	487.50

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		on project			
02/12/2026	17-057-2021 Senior Professional	coordination	4:30	145.00	652.50
02/12/2026	17-057-2021 RPR	Monitoring progress on project	2:00	75.00	150.00
02/13/2026	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
02/13/2026	17-057-2021 Sen. Cad Tech	review as-builts - needs attention	2:30	90.00	225.00
02/13/2026	17-057-2021 RPR	Monitoring progress on project	4:00	75.00	300.00
02/14/2026	17-057-2021 Sen. Cad Tech	review and draft as-built info	4:30	90.00	405.00
02/16/2026	17-057-2021 Senior Professional	coordination	5:30	145.00	797.50
02/18/2026	17-057-2021 Senior Professional	final inspection, as-built coordination	2:00	145.00	290.00
02/18/2026	17-057-2021 Sen. Cad Tech	REVIEW AS-BUILTS AND CREATE LIST	5:30	90.00	495.00
02/18/2026	17-057-2021 RPR	Walk through final with everyone that's been involved	2:30	75.00	187.50
02/19/2026	17-057-2021 Senior Professional	final inspection punchlist, coordination	2:30	145.00	362.50
02/19/2026	17-057-2021 Principal	site visit	2:30	162.00	405.00
02/20/2026	17-057-2021 RPR	Gathering GPS shots throughout project	4:30	75.00	337.50
02/23/2026	17-057-2021 Senior Professional	coordination	5:30	145.00	797.50
02/23/2026	17-057-2021 Sen. Cad Tech	coordinate with pm and as-built points	4:30	90.00	405.00
02/23/2026	17-057-2021 RPR	Monitoring progress on project and taking GPS shots	3:30	75.00	262.50
02/24/2026	17-057-2021 Senior Professional	coordination	4:30	145.00	652.50
02/24/2026	17-057-2021 RPR	Collecting data on project	2:30	75.00	187.50
02/25/2026	17-057-2021 Senior Professional	coordination, pay app	1:30	145.00	217.50
02/25/2026	17-057-2021 RPR	drone recon	2:30	75.00	187.50
02/25/2026	17-057-2021 RPR	Collecting data on project and confirming pay ap quantities	4:30	75.00	337.50

Coon Branch Drainage

BALANCE DUE

**\$14,457.50**

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 #** 17-057-0291  
**DATE** 03/23/2026

**TERMS** Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/02/2026	17-057-2021 Senior Project Mana	Contract from Gills	2:30	115.00	287.50
02/03/2026	17-057-2021 Senior Project Mana	Gills Contract for Diamondhead	2:00	115.00	230.00
02/09/2026	17-057-2021 Senior Project Mana	Executed contract to DEQ, approval for NTP	2:30	115.00	287.50
02/12/2026	17-057-2021 Senior Professional	NTP acceptance	2:00	145.00	290.00
02/17/2026	17-057-2021 Principal Engineer	project coordination	2:30	162.00	405.00
02/18/2026	17-057-2021 Senior Project Mana	project coordination	3:30	115.00	402.50
02/18/2026	17-057-2021 Senior Project Mana	Call, report	1:00	115.00	115.00
02/19/2026	17-057-2021 Clerical	prep precon update CF conformed set for contractor CAD form	2:00	50.00	100.00
02/19/2026	17-057-2021 RPR	site visit	1:00	75.00	75.00
02/19/2026	17-057-2021 Senior Project Mana	Pre-con Prep, Meeting, minutes, submittal	2:30	115.00	287.50

Jourdan River Boardwalk

**BALANCE DUE**

**\$2,480.00**

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 #** 17-057-0292  
**DATE** 03/23/2026

**TERMS** Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/02/2026	17-057-2021 Clerical	set up project in CF conformed set	3:30	50.00	175.00
02/06/2026	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
02/09/2026	17-057-2021 Senior Professional	coordination, NTP	2:30	145.00	362.50
02/16/2026	17-057-2021 Senior Professional	pre-con meeting docs	2:30	145.00	362.50
02/18/2026	17-057-2021 Principal	project review	2:30	162.00	405.00
02/18/2026	17-057-2021 Senior Professional	precon, call w/ Bob Gist	2:00	145.00	290.00
02/19/2026	17-057-2021 Senior Professional	precon minutes, coordination	4:30	145.00	652.50
02/20/2026	17-057-2021 Senior Professional	coordination	3:30	145.00	507.50
02/21/2026	17-057-2021 Senior Professional	monthly report	1:30	145.00	217.50
02/22/2026	17-057-2021 Senior Professional	coordination	2:30	145.00	362.50
02/26/2026	17-057-2021 Senior Professional	call, coordination	3:30	145.00	507.50
			0		0.00

Canal Dredging

**BALANCE DUE**

**\$4,350.00**

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 #** 17-057-0289  
**DATE** 03/23/2026

**TERMS** Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/09/2026	17-057-2021 Principal Engineer	project coordination	2:30	162.00	405.00
02/10/2026	17-057-2021 Project Engineer	Review plans and wetland delineation to determine what permitting process would be best route.	3:30	95.00	332.50
02/11/2026	17-057-2021 Senior Professional	permitting coordination	2:00	145.00	290.00
02/11/2026	17-057-2021 Project Engineer	Kick off on Joint App. discuss project with Christina. Start gathering info for nearby parcels and EA	2:00	95.00	190.00
02/12/2026	17-057-2021 Project Engineer	Finish joint application. Pull together Appendix 1. Work on exhibits, scaling plans, pulling agent letter and wetland delineation and reviewing. Start writing environmental assessment.	3:30	95.00	332.50
02/13/2026	17-057-2021 Project Engineer	Writing environmental assessment completed draft and work on Formatting reviewing and editing	3:00	95.00	285.00
02/17/2026	17-057-2021 Project Engineer	Review, format and send to Jason and	5:30	95.00	522.50

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/18/2026	17-057-2021 Senior Professional	Christina. review EA	4:30	145.00	652.50
02/18/2026	17-057-2021 Project Engineer	Pull together package and submit to DMR	2:30	95.00	237.50
02/24/2026	17-057-2021 Project Engineer	Check in with DMR, confirm no project assignment. Call Jason S. to discuss. Prep wetland permit application on portal to submit.	2:30	95.00	237.50
02/25/2026	17-057-2021 Principal Engineer	project coordination	2:30	162.00	405.00

Pond 6

BALANCE DUE

**\$3,890.00**

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



# INVOICE

**BILL TO**

City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS

**INVOICE # 17-057-0290**  
**DATE 03/23/2026**

**TERMS Due on receipt**

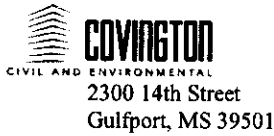
DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/06/2026	17-057-2021 Project Engineer	nature trail project coordination	2:30	95.00	237.50
02/07/2026	17-057-2021 Project Engineer	site visit wetlands	2:30	95.00	237.50
02/10/2026	17-057-2021 RPR	site visit	3:30	75.00	262.50
02/11/2026	17-057-2021 Project Engineer	project updates	2:30	95.00	237.50
02/13/2026	17-057-2021 Project Engineer	Discuss project with Jason and look over plans and OPC	3:30	95.00	332.50
02/16/2026	17-057-2021 Principal Engineer	project coordination	4:30	162.00	729.00
02/17/2026	17-057-2021 Project Engineer	Work on exhibit markup	4:30	95.00	427.50
02/18/2026	17-057-2021 Sen. Cad Tech	modify exhibit	3:30	90.00	315.00
02/18/2026	17-057-2021 Project Engineer	Mark up exhibit. Re-do mark up so pathway will make sense. Get markups to dawn. Measure pathway and verify OPC is correct. Review montjoy permits for an idea of permitting process.	2:30	95.00	237.50
02/23/2026	17-057-2021 Project Engineer	Schedule kick off meeting.	2:30	95.00	237.50
02/25/2026	17-057-2021 Project Engineer	Survey kick off meeting. Prep survey	5:30	95.00	522.50

DATE	ACTIVITY:	DESCRIPTION	QTY	RATE	AMOUNT
		request form. Coord with Jason s. for permitting details. Work on exhibit markups.			
Rotten Bayou Nature Trail				BALANCE DUE	<b>\$3,776.50</b>



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

<b>Project Title</b>		<b>WA #39 - On-Call Survey Services</b>			
<b>Project Number</b>		16175.08			
<b>Invoice #</b>		16175.08-244			
	<b>Budget</b>	<b>Previously Billed</b>	<b>Current Invoice</b>	<b>Balance Remaining</b>	<b>Percentage Complete</b>
Task 1: Site Survey Services	\$ 35,000.00	\$ 12,139.50	\$ 5,680.00	\$ 17,180.50	51%
Total	\$ 35,000.00	\$ 12,139.50	\$ 5,680.00	\$ 17,180.50	51%



# Invoice

**Invoice #:** 16175.08244  
**Invoice Date:** 3/17/2026  
**Due Date:** 4/16/2026  
**Project:** WA #39 On-Call Survey ...  
**P.O. Number:** 39-00-05-2026  
**Terms:** Net 30

**Bill To:**

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services On-Call Survey Services - WA 39 Services Provided 02/01/26 - 02/28/26			
Tommy Parker, Sr CAD Designer	20	135.00	2,700.00
Don Fayard, 1 Man RTK GPS Survey Crew	13	175.00	2,275.00
Don Fayard, Senior Survey Technician	7.5	90.00	675.00
Suellen Radich, Administrative	0.5	60.00	30.00
Subtotal - February 2026			5,680.00

**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.**

<b>Total</b>	<b>\$5,680.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,680.00</b>

# Covington Civil & Environmental, LLC

Item No.10.

## TIME AND EXPENSES

**FILTERS USED :**

**Time Expense Date In :** 1/1/1970 To 2/28/2026

**and Bill Status In :** Un Billed

**and Project In :** 16175.08 City of Diamondhead | WA #39 On-Call Survey Services

*Sort By Date: Ascending*

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
<b>Don Fayard</b>							
<b>SERVICES</b>							
<b>16175.08 City of Diamondhead   WA #39 On-Call Survey Services</b>							
2/11/2026	Senior Survey Technician:	Senior Survey Technician	2.00		\$90.00	\$180.00	A B
<i>One call completed. Control points set Ewa St</i>							
2/12/2026	1 Man RTK GPS:	1 Man RTK GPS Survey Crew	8.00		\$175.00	\$1,400.00	A B
<i>Topo survey work along Hilo Way and Ewa St.</i>							
2/13/2026	Senior Survey Technician:	Senior Survey Technician	3.00		\$90.00	\$270.00	A B
<i>Tie in R/W doing finishing measurements Ewa Street</i>							
2/17/2026	1 Man RTK GPS:	1 Man RTK GPS Survey Crew	5.00		\$175.00	\$875.00	A B
<i>Utilities located and SMHs measure downs Ewa Street</i>							
2/24/2026	Senior Survey Technician:	Senior Survey Technician	2.50		\$90.00	\$225.00	A B
<i>Surveyed SMHs along Hilo Way and Ewa street</i>							
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #39 On-Call Survey Services:</b>			<b>20.50</b>	<b>0.00</b>		<b>\$2,950.00</b>	
<b>Total Services:</b>			<b>20.50</b>			<b>\$2,950.00</b>	
<b>Total Services For Don Fayard:</b>			<b>20.50</b>			<b>\$2,950.00</b>	

**Suellen Radich**

**SERVICES**

**16175.08 City of Diamondhead | WA #39 On-Call Survey Services**

2/19/2026	Administrative:	Administrative	0.50		\$60.00	\$30.00	A B
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GROUPED BY Employee

# Covington Civil & Environmental, LLC

Item No.10.

## TIME AND EXPENSES

Sort By Date: Ascending

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
<b>Suellen Radich</b>							
<b>SERVICES</b>							
<i>Financial Oversight/Review</i>							
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #39 On-Call Survey Services:</b>			<b>0.50</b>	<b>0.00</b>		<b>\$30.00</b>	
<b>Total Services:</b>			<b>0.50</b>			<b>\$30.00</b>	
<b>Total Services For Suellen Radich:</b>			<b>0.50</b>			<b>\$30.00</b>	
<b>Tommy Parker</b>							
<b>SERVICES</b>							
<b>16175.08 City of Diamondhead   WA #39 On-Call Survey Services</b>							
2/4/2026	Sr CAD Designer:	Senior CAD Designer	2.00		\$135.00	\$270.00	A B
<i>Koula Drainage</i>							
2/17/2026	Sr CAD Designer:	Senior CAD Designer	2.00		\$135.00	\$270.00	A B
<i>Koula Drive Drainage</i>							
2/19/2026	Sr CAD Designer:	Senior CAD Designer	9.00		\$135.00	\$1,215.00	A B
<i>Hilo Way topo</i>							
2/25/2026	Sr CAD Designer:	Senior CAD Designer	7.00		\$135.00	\$945.00	A B
<i>Hilo Way and Ewa Drainage</i>							
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #39 On-Call Survey Services:</b>			<b>20.00</b>	<b>0.00</b>		<b>\$2,700.00</b>	
<b>Total Services:</b>			<b>20.00</b>			<b>\$2,700.00</b>	
<b>Total Services For Tommy Parker:</b>			<b>20.00</b>			<b>\$2,700.00</b>	
<b>Grand Total Billable Services:</b>			<b>41.00</b>			<b>\$5,680.00</b>	

GROUPED BY Employee



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

<b>Project Title</b>		<b>West Aloha Roadway Improvements Project</b>			
<b>Project Number</b>		<b>16175.08</b>			
<b>Invoice #</b>		<b>16175.08-246</b>			
<b>Budgeted Tasks</b>	<b>Budget</b>	<b>Previously Billed</b>	<b>Current Invoice</b>	<b>Balance Remaining</b>	<b>Percentage Complete</b>
Surveying and Engineering, Design and Permitting	\$ 168,000.00	\$ 58,800.00	\$ 25,200.00	\$ 84,000.00	50%
<b>Total</b>	<b>\$ 168,000.00</b>	<b>\$ 58,800.00</b>	<b>\$ 25,200.00</b>	<b>\$ 84,000.00</b>	<b>50%</b>



# Invoice

Invoice #: 16175.08246  
Invoice Date: 3/17/2026  
Due Date: 4/16/2026  
Project: FP WA 12 - West Aloha  
P.O. Number: 00-08-2025  
Terms: Net 30

**Bill To:** [Redacted]

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Surveying Services West Aloha Roadway Improvements Project - FP WA 12 Services Provided through 02/28/26  Task 1: Surveying and Engineering, Design and Permitting	0.15	168,000.00	25,200.00

**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.**

<b>Total</b>	<b>\$25,200.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$25,200.00</b>



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

<b>Project Title</b>		<b>WA 40 -Annual Unit Price Contract</b>			
<b>Project Number</b>		<b>16175.08</b>			
<b>Invoice #</b>		<b>16175.08-243</b>			
	<b>Budget</b>	<b>Previously Billed</b>	<b>Current Invoice</b>	<b>Balance Remaining</b>	<b>Percentage Complete</b>
Task 1: Annual Unit Price Support	\$ 30,000.00	\$ 24,838.90	\$ 3,101.15	\$ 2,059.95	93%
<b>Total</b>	<b>\$ 30,000.00</b>	<b>\$ 24,838.90</b>	<b>\$ 3,101.15</b>	<b>\$ 2,059.95</b>	<b>93%</b>
(Hourly)					



# Invoice

Invoice #: 16175.08243  
Invoice Date: 3/17/2026  
Due Date: 4/16/2026  
Project: WA #40 Support for Rep...  
P.O. Number: 40-00-03-2026  
Terms: Net 30

Bill To: [REDACTED]

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services Support for 2026 Annual Unit Price Contract - WA 40 Services Provided 02/01/26 - 02/28/26			
Sarah McLellan, Engineer III	6.5	185.00	1,202.50
James Edwards, Engineer I	12	135.00	1,620.00
Suellen Radich, Administrative	0.75	60.00	45.00
Patrick Johnson, RPR	1.5	120.00	180.00
Mileage, per mile	74	0.725	53.65
Subtotal - February 2026			3,101.15

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.

<b>Total</b>	<b>\$3,101.15</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,101.15</b>

# Covington Civil & Environmental, LLC

Item No. 10.

## TIME AND EXPENSES

**FILTERS USED :**

**Time Expense Date In :** 1/1/1970 To 2/28/2026

**and Bill Status In :** Un Billed

**and Project In :** 16175.08 City of Diamondhead | WA #40 Support For Repair Contract

*Sort By Date: Ascending*

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
<b>James Edwards</b>							
<b>SERVICES</b>							
<b>16175.08 City of Diamondhead   WA #40 Support For Repair Contract</b>							
2/2/2026	Engineer I:	Engineer I <i>Koula Drive Work Directive Update</i>	1.00		\$135.00	\$135.00	A B
2/3/2026	Engineer I:	Engineer I <i>Koula Drive Work Directive</i>	1.00		\$135.00	\$135.00	A B
2/5/2026	Engineer I:	Engineer I <i>Koula Drive Work Directive</i>	1.00		\$135.00	\$135.00	A B
2/9/2026	Engineer I:	Engineer I <i>Updating Koula Drive plans</i>	2.00		\$135.00	\$270.00	A B
2/12/2026	Engineer I:	Engineer I <i>Creating Pay App #1 for Koko Ct</i>	1.00		\$135.00	\$135.00	A B
2/23/2026	Engineer I:	Engineer I <i>Running culvert analysis for Ewa St. Drainage.</i>	2.00		\$135.00	\$270.00	A B
2/25/2026	Engineer I:	Engineer I <i>Ewa St. Drainage, developing plans and OPC</i>	4.00		\$135.00	\$540.00	A B
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #40 Support For Repair Contract:</b>			<b>12.00</b>	<b>0.00</b>		<b>\$1,620.00</b>	
<b>Total Services:</b>			<b>12.00</b>			<b>\$1,620.00</b>	
<b>Total Services For James Edwards:</b>			<b>12.00</b>			<b>\$1,620.00</b>	

GROUPED BY Employee

# Covington Civil & Environmental, LLC

Item No.10.

## TIME AND EXPENSES

Sort By Date: Ascending

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

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
<b>Patrick T Johnson</b>							
<b>SERVICES</b>							
<b>16175.08 City of Diamondhead   WA #40 Support For Repair Contract</b>							
2/10/2026	RPR:	Resident Project Representative	0.50		\$120.00	\$60.00	A B
		<i>Site visit - Check repairs at Koko Court</i>					
2/11/2026	RPR:	Resident Project Representative	1.00		\$120.00	\$120.00	A B
		<i>Site visit Final inspection Koko Court</i>					
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #40 Support For Repair Contract:</b>			<b>1.50</b>	<b>0.00</b>		<b>\$180.00</b>	
<b>Total Services:</b>			<b>1.50</b>			<b>\$180.00</b>	
<b>EXPENSES</b>							
<b>16175.08 City of Diamondhead   WA #40 Support For Repair Contract</b>							
2/10/2026	Mileage:	Mileage, per mile		13.00	\$0.73	\$9.43	A B
		<i>Site visit Koko Court</i>					
2/11/2026	Mileage:	Mileage, per mile		15.00	\$0.73	\$10.88	A B
		<i>Site visit Koko Court</i>					
<b>TOTAL EXPENSES FOR 16175.08 City of Diamondhead   WA #40 Support For Repair Contract:</b>			<b>0.00</b>	<b>28.00</b>		<b>\$20.31</b>	
<b>Total Expenses:</b>				<b>28.00</b>		<b>\$20.31</b>	
<b>Total Services For Patrick T Johnson:</b>			<b>1.50</b>			<b>\$180.00</b>	
<b>Total Expenses For Patrick T Johnson:</b>				<b>28.00</b>		<b>\$20.31</b>	

**Sarah McLellan**

**SERVICES**

**16175.08 City of Diamondhead | WA #40 Support For Repair Contract**

2/2/2026	Engineer III:	Engineer III	1.00		\$185.00	\$185.00	A B
		<i>Review of Koula Design</i>					
2/11/2026	Engineer III:	Engineer III	1.50		\$185.00	\$277.50	A B

GROUPED BY Employee

# Covington Civil & Environmental, LLC

Item No.10.

## TIME AND EXPENSES

Sort By Date: Ascending

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DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
<b>Sarah McLellan</b>							
<b>SERVICES</b>							
		<i>Attended Final Inspection of Koko Work Directive #1, and Site visit at Hilo Way Drainage</i>					
2/12/2026	Engineer III:	Engineer III	1.00		\$185.00	\$185.00	A B
		<i>Koko Work Directive Pay Application Review</i>					
2/13/2026	Engineer III:	Engineer III	1.00		\$185.00	\$185.00	A B
		<i>Reviewed and Submitted Pay Application for Koko Work Directive #1</i>					
2/24/2026	Engineer III:	Engineer III	1.00		\$185.00	\$185.00	A B
		<i>Ewa Street Drainage Review</i>					
2/27/2026	Engineer III:	Engineer III	1.00		\$185.00	\$185.00	A B
		<i>Ewa Drainage Design and OPC</i>					
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #40 Support For Repair Contract:</b>			<b>6.50</b>	<b>0.00</b>		<b>\$1,202.50</b>	
<b>Total Services:</b>			<b>6.50</b>			<b>\$1,202.50</b>	
<b>EXPENSES</b>							
<b>16175.08 City of Diamondhead   WA #40 Support For Repair Contract</b>							
2/11/2026	Mileage :	Mileage		46.00	\$0.73	\$33.35	A B
		<i>Attended Final Inspection of Koko Work Directive #2</i>					
<b>TOTAL EXPENSES FOR 16175.08 City of Diamondhead   WA #40 Support For Repair Contract:</b>			<b>0.00</b>	<b>46.00</b>		<b>\$33.35</b>	
<b>Total Expenses:</b>				<b>46.00</b>		<b>\$33.35</b>	
<b>Total Services For Sarah McLellan:</b>			<b>6.50</b>			<b>\$1,202.50</b>	
<b>Total Expenses For Sarah McLellan:</b>				<b>46.00</b>		<b>\$33.35</b>	
<b>Suellen Radich</b>							
<b>SERVICES</b>							
<b>16175.08 City of Diamondhead   WA #40 Support For Repair Contract</b>							
2/19/2026	Administrative:	Administrative	0.75		\$60.00	\$45.00	A B

GROUPED BY Employee

# Covington Civil & Environmental, LLC

Item No.10.

## TIME AND EXPENSES

Sort By Date: Ascending

\* A=Approved , B= Billable , S= Subrnit , Bd= Billed

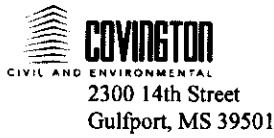
DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
<b>Suellen Radich</b>							
<b>SERVICES</b>							
<i>Financial Oversight/Review</i>							
<b>TOTAL SERVICES FOR 16175.08 City of Diamondhead   WA #40 Support For Repair Contract:</b>			<b>0.75</b>	<b>0.00</b>		<b>\$45.00</b>	
<b>Total Services:</b>			<b>0.75</b>			<b>\$45.00</b>	
<b>Total Services For Suellen Radich:</b>			<b>0.75</b>			<b>\$45.00</b>	
<b>Grand Total Billable Services:</b>			<b>20.75</b>			<b>\$3,047.50</b>	
<b>Grand Total Billable Expenses :</b>					<b>74.00</b>	<b>\$53.66</b>	

GROUPED BY      Employee



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

<b>Project Title</b>	Commercial District - Phase III Project					
<b>Project Number</b>	16383.08					
<b>Invoice #</b>	16383.08-43					
<b>Budgeted Tasks</b>	<b>Budget</b>	<b>Previously Billed</b>	<b>Current Invoice</b>	<b>Total Billed to Date</b>	<b>Balance Remaining</b>	<b>Percentage Complete</b>
Surveying, Permitting, Design and Engineering	\$ 158,000.00	\$ 75,840.00	\$ 18,960.00	\$ 94,800.00	\$ 63,200.00	60%
Alt Route: Bowling Alley	\$ -	\$ 37,920.00	\$ -	\$ 37,920.00	\$ (37,920.00)	
<b>Total</b>	<b>\$ 158,000.00</b>	<b>\$ 113,760.00</b>	<b>\$ 18,960.00</b>	<b>\$ 132,720.00</b>	<b>\$ 25,280.00</b>	<b>84%</b>
NOTE: Add'l Alt. Route: Bowling Alley costs incurred are included in the total amount billed to date of \$86,110.00. Separate line added to show total additional amt not included in "Original Contract"						



# Invoice

**Invoice #:** 16383.08-43  
**Invoice Date:** 3/17/2026  
**Due Date:** 4/16/2026  
**Project:** Phase III Project  
**P.O. Number:** WA #03 - Phase 3  
**Terms:** Net 30

**Bill To:**

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Commercial District - Phase III Project Professional Engineering Services Services Provided 01/01/26 - 02/28/26  Surveying, Permitting, Design and Engineering   Alt Route: Bowling Alley	0.12	158,000.00	18,960.00

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

<b>Total</b>	<b>\$18,960.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$18,960.00</b>



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

Project Title		Bank Stabilization Project			
Project Number		16175.08			
Invoice #		16175.08-245			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Surveying	\$ 120,000.00	\$ 114,000.00	\$ -	\$ 6,000.00	95%
Engineering and Design	\$ 265,000.00	\$ 106,000.00	\$ 53,000.00	\$ 106,000.00	60%
Permitting	\$ 45,000.00	\$ -	\$ 9,000.00	\$ 36,000.00	20%
<b>Total</b>	<b>\$ 430,000.00</b>	<b>\$ 220,000.00</b>	<b>\$ 62,000.00</b>	<b>\$ 148,000.00</b>	



# Invoice

**Invoice #:** 16175.08245  
**Invoice Date:** 3/17/2026  
**Due Date:** 4/16/2026  
**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 12/01/25 - 02/28/26			
Surveying	0	120,000.00	0.00
Engineering and Design	0.2	265,000.00	53,000.00
Permitting	0.2	45,000.00	9,000.00

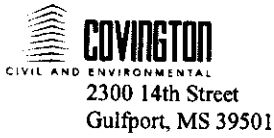
**All payments are due by "Due Date" shown on invoice. Finance fees will be charged for all payments received past "Due Date". Please call 228-396-0486 with any questions about invoice.**

<b>Total</b>	<b>\$62,000.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$62,000.00</b>



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

<b>Project Title</b>		WA #37: Diamondhead Paving 2026			
<b>Project Number</b>		16175.08			
<b>Invoice #</b>		16175.08-242			
	<b>Budget</b>	<b>Previously Billed</b>	<b>Current Invoice</b>	<b>Balance Remaining</b>	<b>Percentage Complete</b>
Task 1: Design Phase Services	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -	100%
Task 2: Bid and Construction Phase Services	\$ 62,000.00	\$ 6,200.00	\$ 6,200.00	\$ 49,600.00	20%
<b>Total</b>	<b>\$ 142,000.00</b>	<b>\$ 86,200.00</b>	<b>\$ 6,200.00</b>	<b>\$ 49,600.00</b>	<b>65%</b>



# Invoice

**Invoice #:** 16175.08242  
**Invoice Date:** 3/17/2026  
**Due Date:** 4/16/2026  
**Project:** WA #37 2026 Diamondh...  
**P.O. Number:** 00-01-2026  
**Terms:** Net 30

**Bill To:** \_\_\_\_\_

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services WA #37 - Diamondhead Paving 2026 For work, as outlined, on the following streets: * Op La Way * Ieke Drive and Analii Street * Ahoni Street and Aila Street * Cherryhill Drive * Aulena Place Services provided from 02/01/26 - 02/28/26 PO #00-01-2026			
Task 1: Design Phase Services	0	80,000.00	0.00
Task 2: Bid and Construction Phase Services	0.1	62,000.00	6,200.00
Subtotal			6,200.00

**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.**

<b>Total</b>	<b>\$6,200.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$6,200.00</b>



March 18, 2026

Mr. Jon McGraw, City Manager  
 City of Diamondhead  
 5000 Diamondhead Circle  
 Diamondhead Ms 39525

Re: Cruisin' The Coast 2026

Dear Jon:

Thank you for making Cruisin' The Coast 2025 such a wonderful event. We were fortunate to have great weather, more than 10,300 registered vehicles and the best community and business support there is. We are grateful for all you do. Thank you for your years of support.

The following proposal defines the agreement between Cruisin' The Coast (CTC) and the City of Diamondhead for the event, Blessing of the Classics, to be held Wednesday, October 7, 2026.

**City of Diamondhead will provide:**

- Event fee of \$4,000
- Volunteers to staff the event
- Traffic control
- Port-o-lets
- Signage
- Liaison between City and CTC
- Everything necessary to put on Blessing of the Classics

**Cruisin' The Coast will provide:**

- Promotion of the event in all appropriate printed materials and website.

- Direct marketing to CTC auto registrants via insert into our official registration packet. Printing of 11,000 flyers will be at Diamondhead's cost. Flyers to be delivered to CTC NLT 3 p.m., September 22.
- 10 tickets to the Kickoff Sponsor Party.
- 10 Sponsor T-shirts


**General:**

- Outside vendors, not associated with a local merchant, will be liable for state sales tax. Each vendor will be responsible for submitting the appropriate state reporting form. The City of Diamondhead is responsible for any sales tax issue arising from the event.
- ET Motorgear is the official apparel vendor of Cruisin' The Coast, other vending of this type is not permitted.
- Additional events, give away items or special promotions must be approved by Cruisin' The Coast.
- All media releases, press conferences, and any collateral materials promoting the event must be approved in advance by CTC. CTC must approve any advertisements by sponsors of event. CTC is a registered trademark and any use of the CTC logo and the words "Cruisin' The Coast" must be approved by CTC.
- The City of Diamondhead will obtain appropriate liability insurance and list CTC as an additional insured.

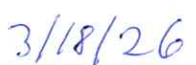
Enclosed is a Memorandum of Understanding for your signature. Please return a signed copy of the MOU to our office at the address listed.

If this proposal reflects your understanding of our agreement, please sign both copies and return one to me at P.O. Box 3001, Gulfport, MS 39505

Cruisin' The Coast, Inc.

  
 \_\_\_\_\_  
 By Sherwood R. Bailey, Jr.  
 Executive Director

\_\_\_\_\_  
City of Diamondhead

  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

### Memorandum of Understanding

This Memorandum of Understanding is by and between *Cruisin' the Coast, Inc.* [hereinafter "CTC"] and the following business or entity: City of Diamondhead, MS (Sponsor) and applies to the "Cruisin the Coast" event of: Wednesday, Oct. 7, 2026. The "event" consists of multiple forms and types of entertainment from simply viewing vintage automobiles to the staging of activities including but not limited to demonstration of the functional capabilities of the vehicles of the attendees [hereinafter simply the "event"]. In contemplation of the nature of the event, including its date and time, the parties do accept the commitments and assurances of the other as follows:

1. Sponsor agrees that CTC and its authorized personnel, vendors and promoters, may utilize the premises permitted, licensed and assigned to it for the purpose of hosting the event to take place at various venues on the Mississippi Gulf Coast and contiguous counties and venues on Wednesday, Oct. 7, 2026.
2. Sponsor will allow CTC reasonable access to the site or premises during and prior to event hours for the purposes of hosting and sponsoring the event as well as preparing for related activities.
3. Sponsor agrees that CTC may use the site, assigned area or premises provided, and Sponsor will not permit or allow anyone not otherwise associated with CTC, its agents, vendors and/or sub-contractors to access the site or premises for any reason unrelated to Cruisin' the Coast.
4. Sponsor grants an irrevocable license to CTC to use the site, area or premises for activities associated with the event and CTC will not use the site, area or premises in a dangerous manner or in any manner inconsistent with the purposes of the event.
5. Sponsor will pay CTC a sponsorship fee in the amount of \$4,000 as consideration for hosting a portion of the event at its site.
6. To the extent required by law or ordinance, CTC agrees that it will obtain any and all permits or licenses necessary to hold the event. Sponsor agrees to reasonably cooperate with CTC in securing any necessary permits or licenses to host the event.
7. Sponsor has full authority to permit CTC to use the premises during the dates and times of the event.
8. With the permission of the Sponsor, CTC may reasonably restrict access to any area assigned to it by the Sponsor consistent with the existing ongoing commercial activity that may be present at the site.
9. CTC agrees that it will use the site or premises in a reasonable method and manner and will commit no waste or permanent damage to the premises.
10. Sponsor agrees to allow CTC reasonable access to the site, area or premises by agents, vendors and sub-contractors of CTC during non event hours for the purposes of event preparation and staging.
11. CTC retains the exclusive right to permit and contract with any individual at the site or premises for the purposes of event promotions, concessions, activities, or performances. Sponsor agrees to reasonably cooperate with CTC with the planned activities and access to the site or premises. CTC retains the exclusive right to permit and contract with any individual at the Event Site for the purposes of event promotions, concessions, activities, performances and/or charitable purposes. Sponsor agrees that it will secure the approval of CTC prior to the event if the Sponsor seeks to include or permit any other activity, vendors and/or charitable entities during the event in the area committed for use by CTC or in reasonable proximity to the site so as to serve as a disruption to registrants, patrons and other vendors of CTC.
12. Upon request of CTC and in the event of notification to the Sponsor that an individual or entity is in violation of paragraph 3 or 11, or is otherwise soliciting within its event site or sufficiently close in proximity to it effectively resulting in a violation of paragraph 3 or 11, the Sponsor will compel and removal any individual, group or entity that is without permission or permit of CTC and/or convey to them that it or they are to cease and desist all activities that are contrary to the reasonable requests of CTC. It is the intent of this paragraph that to the extent that the Sponsor has the right of control over any vendor or provider of goods or services, that

those vendors, entities or groups will be promptly removed by the Sponsor from the event site of CTC while the event is then ongoing.

13. At the conclusion of the event, CTC agrees that it will return the site or premises in substantially the same state or condition when it was provided to CTC.

14. Sponsor acknowledges that the premises are suitable for hosting the event at its site, area or premises and warrants that there are no hidden hazards or conditions likely to produce injury that are not otherwise apparent to CTC or their patrons.

15. Sponsor acknowledges that it is satisfied that it is adequately insured for hosting this event on its premises.

16. Sponsor and CTC agree to indemnify the other as it may relate to any claim or suit that is the result of the negligence of the other. As such, sponsor will agree to indemnify CTC for any claim or suit which alleges negligence of sponsor concerning the premises tendered or any conduct or activity of sponsor that resulted in a suit or claim by a third person. Likewise, CTC agrees to indemnify sponsor for any activity which materially changed the use or nature of the site or premises out of which injury is alleged including any suit for conduct arising out of the activities of CTC.

17. No activity will be undertaken on the site or premises or otherwise allowed which is a violation of state or federal law.

18. No lewd or lascivious activity will be engaged in by CTC, or its agents, servants, employees, vendors or sub-contractors or by Sponsor on the site or premises during hours of the event.

19. Time is of the essence of this agreement.

20. This agreement may be amended but only upon a writing and signed by the parties.

21. This agreement and undertakings set forth herein, are not to be construed in any way that either party is the agent of the other, and neither party has the ability and capacity to bind the other to any agreement or undertaking. Both parties acknowledge that each is an independent contractor and there is no vicarious relationship whatsoever.

22. CTC retains the exclusive right to the CTC logo, to include any likeness or images associated with the event and Sponsor may use the logo, likeness or images of CTC only as permitted or authorized, in writing, by CTC. CTC agrees not to use the logo, likeness or images associated with Sponsor, except with its express permission or as permitted by Sponsor in the CTC advertising, brochures or programming.

23. Termination of Agreement: A. This agreement may be terminated for any reason more than 90 days prior to the event without recourse against either party; B. If termination is sought by either party upon or within 90 days of the event, it shall only be for breach of this agreement or otherwise for "good cause."

24. Subject to paragraph 23, both parties retain the right to pursue a claim for damages against the other for breach of the agreement or for termination of the agreement without "good cause."

25. Notwithstanding paragraph 24, both parties agree to resolve all claims by and between themselves and for those arising out of or pursuant to this agreement by arbitration which will be preceded by voluntary mediation. Any mediator or arbitrator obtained herein shall be selected by agreement of the parties or pursuant to the procedures set out and mandated by the American Arbitration Association or equivalent. In the event of any claim by and between the parties hereto, such mediation or arbitration shall occur only in Harrison County, Mississippi.

- 26. Subject to the provisions of paragraph 25, no suit may be filed by and between the parties in any jurisdiction other than Harrison County except to enforce the mediation and/or arbitration provisions herein or an award of an arbitrator.
- 27. This agreement shall expire at midnight on the last full day of the event as scheduled.
- 28. This agreement does not automatically renew and shall not be renewed except by separate or similar agreement signed by all parties.
- 29. All executory agreements, warranties or covenant required hereunder shall extend beyond the termination of this agreement for purposes of relief or enforcement.
- 30. The agreement herein constitutes the entire agreement of the parties and no other agreements, not specifically incorporated herein, are valid except that they may constitute an amendment to this agreement subject to the provisions of Paragraph 20.
- 31. All notices pertaining to this agreement may be verbalized to any authorized CTC representative "On site" during the event, but SHALL be subsequently [as soon as prudent] provided in writing to Sherwood R. Bailey, Post Office Box 3001, Gulfport, Miss. 39505 and to: [cruisinthecoast@cruisinthecoast.com](mailto:cruisinthecoast@cruisinthecoast.com). Likewise, all notice under this agreement may be verbalized to any "on site" representative of Sponsor, but SHALL be provided subsequently [as soon as prudent] in writing to:

\_\_\_\_\_  
 32. Special Provisions, if any, are attached and constitute an amendment under Paragraph 20 without signature, but only if attached at the time of the execution of this Agreement. *[If a municipality or governmental entity, it is required that the agreement be approved by the governing authority and be approved on the minutes of the body.]*

Cruisin' the Coast, Inc.

City of Diamondhead, MS

By:   
SHERWOOD R. BAILEY, JR.

By: \_\_\_\_\_  
[name]

Date: 3/18/26

Date: \_\_\_\_\_



228.222.4626

228.222.4390

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

www.diamondhead.ms.gov



March 30, 2026

City Council  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear City Council,

Please authorize the city manager to get appraisals on multiple lots throughout the city for purchase. The city would like to acquire these lots to allow for access to new amenities.

Your approval in this matter will be appreciated.

Sincerely,



Jon McCraw



**RENTAL AGREEMENT**

Check One:

- ACTIVITY CENTER**
- GROUNDS OF CITY HALL**
- TWIN LAKES PAVILION**
- \_\_\_\_\_

City of Diamondhead  
 5000 Diamondhead Circle  
 Diamondhead, MS 39525  
 (228) 222-4626

State of Mississippi  
 County of Hancock

The CITY of Diamondhead, by its duly authorized representative, hereby agrees to the following rental Agreement for the use of the location indicated above. The Rental Application and Rules for Use are attached and made a part of this contract.

**AGENDA FOR EVENT**

NAME OF INDIVIDUAL OR GROUP (LESSEE): \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ AM/PM      START TIME: \_\_\_\_\_ AM/PM      CLOSE TIME: \_\_\_\_\_ AM/PM

ALCOHOL:  WILL or  WILL NOT be available during the event. If alcohol is served, security is required.

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: HOME / CELL (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**RENTAL RATE SCHEDULE**

Rental Fee: \$ \_\_\_\_\_

Supplemental Fees: \$ \_\_\_\_\_

Security Fees: \$ \_\_\_\_\_ (\*Number of Officers \_\_\_\_\_ x \_\_\_\_\_ Hours at \$35/hour)  
 \* (4 hour minimum)

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Total All Fees: \$ \_\_\_\_\_

Deposit Required: \$ \_\_\_\_\_

**Outstanding**

**Balance Due:** \$ \_\_\_\_\_ (this must be paid no later than \_\_\_\_\_)

Herein, the parties hereto agree as follows:

1. DEFINITIONS:

- A. The term "**CITY**" shall mean the City of Diamondhead, Mississippi.
- B. The term "**CITY MANAGER OR HIS DESIGNEE**" shall refer to the City Manager or his designee of the City of Diamondhead.
- C. The term "**LESSEE**" shall refer to the person, firm, partnership, corporation or other legal entity, other than the CITY, who is signatory party to this agreement, and shall also refer to the officers, employees, agents, contractors, successors, assigns, and invitees of the aforesaid signatory party.
- D. The term "**FACILITIES**" shall mean those portions of the City Hall Activity Center; Grounds of City Hall; Twin Lakes Pavilion; or other designated city property that are designated for use by LESSEE as per the CONTRACT.
- E. The term "**EVENT**" shall mean the purpose or purposes for which FACILITIES shall be used and occupied.
- F. The term "**SUPPLEMENTAL EXPENSES**" shall mean the cost and expenses incurred by the CITY for such personnel, services and equipment as are specifically requested by LESSEE to accommodate the EVENT and occupancy and use of the FACILITIES.
- G. The term "**CONTRACT**" shall mean the document containing all the specifics of the EVENT, including but not limited to date, space, rental and supplemental fees, times, additional services required, and payment method.
- H. The term "**AGENDA AND RATE SCHEDULE**" shall refer to the documentation listing usage of the FACILITIES by LESSEE by date, time and size, and showing the contracted rental rate and supplemental fees.
- I. The term "**SECURITY**" shall mean law enforcement provided by the Diamondhead Police Department.

2. DESCRIPTION OF PORTION OF FACILITY TO BE USED AND OCCUPIED

The City hereby grants to LESSEE and LESSEE hereby accepts a CONTRACT to occupy and use, subject to the term and conditions listed, the designated portions of the Facilities which include the Activity Center at City Hall; the Grounds of City Hall; Twin Lakes Pavilion; and includes parking lots, restrooms and hallways.

3. PAYMENT

- A. Fees: The Lessee agrees to the payment of "**FEES**" as detailed on the Rental Rate Schedule in this Contract.
- B. Deposit: If required, the LESSEE shall pay a deposit by the date indicated on the CONTRACT, in the amount which shall have been predetermined by the CITY at the issuance of CONTRACT. That amount shall be listed on the CONTRACT. Failure to make the deposit by the date indicated on the CONTRACT may result in the CONTRACT being cancelled.
- C. Outstanding Balance Due: Unless otherwise indicated on the CONTRACT, the balance of all RENTAL FEES and SUPPLEMENTAL EXPENSES shall be **paid by the LESSEE to the CITY 10 DAYS PRIOR TO THE EVENT.**

4. Default/cancellation: The entire deposit shall be forfeited if the LESSEE cancels this CONTRACT within 30 days of the EVENT. In the event the CITY cannot carry out the performances of this CONTRACT, in its entirety and must cancel the CONTRACT due to labor troubles, disputes, strikes, accidents, governmental (federal, state and municipal) regulation of, or restrictions upon travel or transportation, non-availability of supplies, riots, national emergencies, act of God and other causes whether enumerated herein or not, which are

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beyond reasonable control of the CITY, a full refund shall be granted the LESSEE of all monies the LESSEE has paid on the CONTRACT up until the time of cancellation.

5. DAMAGE TO PROPERTY

LESSEE shall pay for any and all damages to the City of Diamondhead's property, or loss, or theft of such property, done or caused by Lessee except to the extent arising out of any negligence or willful misconduct of the CITY, its employees, or its representatives.

6. INDEMNITY

If required by CONTRACT, LESSEE hereby agrees to hold harmless and indemnify the CITY, city council members and the CITY MANAGER OR HIS DESIGNEE against any claims of liability for compensation under the law or other statutory law of this State, by reason of injuries sustained by LESSEE's employees or any other employee utilized under the terms of CONTRACT by LESSEE whose services are required to be paid for by LESSEE or whose services are required by LESSEE. LESSEE hereby agrees to fully indemnify and hold harmless the CITY, city council members and the City Manager or his designee from and all claims of any nature for damages brought by any party against them, or any of them, including but not limited to the amount of any judgements, reasonable settlements, costs, or attorney's fees incurred in defense of any such claim wherein LESSEE, its agents servants or employees, are claimed or shown to be in any manner negligent, solely or contributingly, or claimed to have been sustained by reason of the use or occupation of the FACILITIES, whether such use is authorized or not, or by any act or omission of LESSEE or any of its officers, agents, employees, guests, patrons or invitees. It is expressly provided that it is a condition precedent to the leasing of the FACILITIES that the LESSEE must show proof of a "hold harmless" policy of insurance with the CITY OF DIAMONDHEAD, city members, and its City Manager or his designee being held harmless by such policy. Such policy shall be in such amounts as meets with the approval of the City Manager or his designee.

7. INSURANCE

If required by CONTRACT, LESSEE shall furnish the CITY of Diamondhead, Mississippi, **ten (10) days before the aforementioned EVENT**, approved and satisfactory general comprehensive liability insurance in the amount of at least \$1,000,000, naming the CITY and staff as additional insureds and as certificate holder. Such general comprehensive liability insurance, the premiums for which have been paid by LESSEE, shall cover any claim for damages of whatever nature brought by any person, or corporation, against the named insured or any one of them arising out of or in any manner connected with the EVENT, during any period in which LESSEE has charge of any portion of the FACILITIES or may be working there in prior to and/or in preparation of or in cleaning up after said EVENT except to the extent arising out of any negligence or willful misconduct of the CITY, its employees, or its representatives. Such general comprehensive liability insurance shall be obtained from an insurance provider which has received a rating of "A" from the A.M. Best Insurance Register. A certificate of insurance shall be provided by its producing insurance agent to the CITY MANAGER OR HIS DESIGNEE within a reasonable time but in no case less than THIRTY (30) days prior to the EVENT. In the event the CITY is not provided with the copy(s) of certificate(s) within the above stated time, the CITY may, at its option, procure, on its behalf, general comprehensive liability insurance with that limit of coverage specified in CONTRACT, to protect the interest of the CITY with respect to the EVENT and other occupancy and use of the FACILITIES by LESSEE, or cancel the EVENT. In the event the CITY chooses to secure such insurance, LESSEE agrees to reimburse the CITY for the actual costs of such insurance. LESSEE further agrees that it shall not be entitled to rely on any such insurance obtained by the CITY to fully protect the interest of LESSEE with respect to its EVENT and its other occupancy and use of the FACILITIES. LESSEE hereby waives any claim that any insurance obtained by the CITY under this paragraph is sufficient for any reason. If LESSEE is an agency or political subdivision of the State of Mississippi, it may meet the CONTRACTS requirement for insurance by furnishing the CITY with a copy of the certificate of coverage issued to it by the Mississippi Tort Claims Board. The requirement of approved and satisfactory insurance imposed by this section may be waived at the sole and exclusive discretion of the CITY MANAGER OR HIS

DESIGNEE. Unless waived, the requirement shall constitute a material element of this CONTRACT and the failure of the LESSEE to provide same shall constitute a material breach hereof allowing the CITY or its CITY MANAGER OR HIS DESIGNEE to terminate same without incurring any liability, therefor.

7. CONCESSIONS AND/OR CATERING

The CITY of Diamondhead, Mississippi, does not provide any food, beverage, water, or linen services. Alcohol is permitted, and SECURITY will be required for any and all events where alcohol is present or consumed.

8. ADVERTISEMENTS

LESSEE will not post or exhibit signs, advertisements, showbills, lithographs, posters or cards of any description on any part of said building without CITY MANAGER OR HIS DESIGNEES prior approval.

9. CONTROL OF THE FACILITIES

All duly authorized representatives of the CITY shall have the right to enter the FACILITIES and all parts thereof at all times for the necessary performance of their duties. LESSEE shall be responsible for the orderly conduct of all its invitees, officers, employees, agents, contractors, successors and assigns who may be at or in the FACILITIES during the contract period. The CITY reserves the right to eject or cause to be ejected from the FACILITIES any person or persons whose conduct if unlawful or otherwise objectionable. In addition, the CITY shall have the right to make announcements at any time during the EVENT in the interest of public safety, crowd control and compliance with rules, regulations, laws, etc.

10. OBSERVANCE OF LAW

LESSEE shall not engage or permit any activity which may directly or indirectly cause physical damage to the FACILITY or bring discredit to the CITY. LESSEE shall observe and obey all laws, ordinances, regulations, and rules of the municipality, state or federal governments which may be applicable to LESSEE and its occupancy and use of the FACILITIES. LESSEE will obtain and maintain any and all permits and licenses.

11. UTILITIES

The CITY shall provide and maintain the necessary utility connections and service including water, electricity, sewage disposal, heat and air conditioning at the designated portion of the FACILITIES for the EVENT. The costs and expenses incurred by the CITY in providing special plumbing, electrical, carpentry and like work as may be required shall be assessed to LESSEE as SUPPLEMENTAL EXPENSES. The CITY does not warrant against interruption in or failure of such utility connections and services, and the CITY shall not be liable to LESSEE for any loss, damage, cost, or expenses which may result or arise from any such interruption or failure, except to the extent arising out of any negligence or willful misconduct of the CITY, its employees, its representatives.

12. DANGEROUS MATERIALS

LESSEE shall not, without the advance written consent of the CITY MANAGER OR HIS DESIGNEE, put up or operate any engine or motor machinery or use any flammable, toxic or explosive items inside or outside the FACILITIES. LESSEE agrees that all decorative materials used in the facility will be flame-proof and not attached to walls and that all questions of safety will be resolved to the CITY MANAGER OR HIS DESIGNEE'S satisfaction.

13. OCCUPANCY INTERRUPTION

If, irrespective of fault of the CITY, the FACILITIES or any part thereof shall be destroyed or damaged by fire or other cause, or the elements, or if any casualty or unforeseen occurrence shall render the FACILITIES or any part thereof unusable and thereby make the fulfillment of the CONTRACT impossible, EITHER PARTY shall not in any such case be held liable or responsible to the OTHER PARTY for any damage caused to him. If said FACILITIES shall be destroyed or damaged after the commencement of the EVENT, rendering the fulfillment of this CONTRACT by the CITY impossible, then this CONTRACT shall be terminated, and LESSEE shall pay rental for use of said designated FACILITIES only up to the time of such termination, at the rate specified, and the LESSEE waives any claim for damages or compensation should this CONTRACT so terminate.

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14. SCHEDULING

The CITY shall be privileged to schedule other EVENTS before, during and after the EVENT without notice to LESSEE, but agree to respect the integrity of said event.

15. VACATING THE FACILITY

Upon vacating the City Hall Activity Center and Grounds, LESSEE will be responsible for cleaning this facility.

16. SURRENDER-REMOVAL OF PROPERTY

That the FACILITIES, including those designated and named in this agreement, shall at the termination of this contract, be returned to the CITY in as good and sage condition as same were in when LESSEE began to operate under this agreement, and if any portions of said FACILITIES are damaged or destroyed through negligence of LESSEE, the same shall be replaced, or repaired or restored or compensated for by the LESSEE to the complete satisfaction of the CITY before the termination of this contract. In the event the LESSEE fails to vacate said premises within the time limits established in the agenda and CONTRACT, the LESSEE may be asked to pay additional rental of the space equal to a percent of the posted daily rental for that space; said determination to be made by CITY MANAGER OR HIS DESIGNEE. LESSEE must have CITY MANAGER OR HIS DESIGNEE'S approval for extension of time limits over and above those established in the contract.

17. WRITTEN/VERBAL MATERIALS

The CITY shall approve the written and/or verbal use of the FACILITIES' name and/or logo on all materials, advertisement, printed material, etc.

18. NOTICES AND CONSENTS

All notices and all consents required of the CITY or LESSEE shall be in writing and shall be given or made by U.S. registered or certified mail addressed to THE CITY as follows: THE CITY OF DIAMONDHEAD, MS ATTN: CITY CLERK - 5000 DIAMONDHEAD CIRCLE, DIAMONDHEAD, MS 39525 or to LESSEE at the address provided on the Rental Application. Any notice or consent so sent shall be deemed to have been given on the date same was deposited in the U.S. Mail as registered or certified matter. In addition such consents to be given by the CITY shall not be deemed enforceable unless signed by the CITY MANAGER OR HIS DESIGNEE.

19. PARTIAL INVALIDITY

If any term, covenant or condition of CONTRACT or general conditions or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of same shall not be affected, and each term or condition of same shall be valid and enforceable to the fullest extent permitted by law.

**RULES FOR USE:  
ACTIVITY CENTER AT CITY HALL; GROUNDS OF CITY HALL; TWIN LAKES PAVILION  
And ALL OTHER CITY PROPERTIES LEASED TO THE PUBLIC**

**GENERAL:**

1. To rent the City Hall Activity Center; Grounds of City Hall; Twin Lakes Pavilion; and all other City properties that may be leased to the public, please contact the City Manager or his designee.
2. Regularly scheduled activities of the City of Diamondhead are not cancelled in order to provide room for rental. All available properties for rent are open for rental only when it is not used for City-related events or business.
3. Violation of the rules and regulations pertaining to the use of City property may result in immediate termination of the event and future facility use request may be denied.
4. **SMOKING IS NOT ALLOWED IN THE FACILITY.** Outside areas must remain free of trash, cigarette butts, etc.
5. A certificate of insurance shall be required when renting property from the City.

**HOURS:**

1. The Activity Center may be used from 6:00am to 11:00pm. Thus, no one is allowed to enter before 6:00am and everyone must be out of the building by 11:00pm. Set up and clean up for an event must be done during these hours. Any deviation from this time must be approved by the City Manager or his designee. Hours for the Grounds of City Hall and Twin Lakes Pavilion are subject to approval by the City Manager or his designee.
2. Set up, start and closing times for the event will be enforced. If your time frame changes, it must be brought to the attention of the City Manager or his designee in advance.

**OCCUPANCY LOAD FOR THE ACTIVITY CENTER:**

1. Fifty-four (54) people are allowed in the Activity Center when tables and chairs are used by occupants.
2. Eighty (80) people are allowed in the Activity Center for theatre-style seating when no table are used.
3. If a group, organization or individual does not comply with occupancy load policy, the function will be **shut down** by security due to safety concerns. Additionally, violations may jeopardize future rentals.

**DECORATIONS:**

1. Decorating is to be done during the time reserved by the Lessee. Any exception must be approved by the City Manager or his designee, and this shall be recorded on the contract request.
2. The City Manager or his designee must approve decorating plans and materials.
3. Confetti and glitter are NOT allowed to be used at any City property.
4. Can glitter spray and silly string are NOT allowed at any City property.
5. Smoke machines and fog machines are NOT allowed in the Activity Center. It can be used outside on the Grounds of City Hall or at Twin Lakes Pavilion, with prior approval by the City Manager or his designee.
6. Use of candles are not allowed inside the Activity Center. Nails, push pins, thumb tacks and tape are prohibited on the walls of the Activity Center.
8. Fireworks and Pyrotechnics ARE NOT ALLOWED in or outside the Activity Center or outside at any City property.
9. Rice may not be used for wedding receptions or any other type functions. (BIRD SEED MAY BE USED OUTSIDE ONLY).

**SECURITY:**

1. The Chief of the Diamondhead Police Department will determine the number of security officers required for your event.
2. If security is required, this fee is added to the rental agreement and paid to the City of Diamondhead prior to the event as part of the rental agreement.
3. If alcohol is served, security is required.
4. The hourly rate per officer is \$35 (4-hour minimum required).
5. Failure to arrange for security will be grounds for cancellation of the contract.

**KEYS:**

1. The lessee can pick up keys to the Activity Center and the Restrooms at Twin Lakes the day before the scheduled event.
2. Keys must be returned no later than the next business day after the scheduled event.

**BATHROOMS:**

1. There are two (2) bathrooms available for use in the Activity Center and two (2) bathrooms available for use at the Twin Lake Pavilion. Paper towels, hand soap and toilet paper are provided at both locations.
2. Depending on the type of event, additional port-o-lets may be required at the expense of the lessee.

**USE OF KITCHEN:**

1. The kitchen at City Hall is NOT available for use.

**CLEANING REQUIREMENTS AFTER USE:**

1. Cleaning is required immediately after the event.
2. Cleaning tools and supplies are provided in the maintenance closet in the hallway.
3. Wipe all tables and chairs which were utilized.
4. Sweep and mop entire facility, including the bathrooms and hallway.
5. Clean all appliances and counter tops.
6. Clean all bathroom facilities; Pick-up trash, sweep and mop. Clean sinks, toilets and mirrors.
7. Empty all trash cans and bring trash bags to the dumpster at City Hall.
8. Sweep and pick-up trash from front entrance of Activity Center. Also, if any trash is left on the grounds outside facility, you will need to pick-up and put in trash receptacle. This includes the parking areas.
9. Failure to comply with the cleaning requirements may result in clean up being completed with city labor and associated costs will be assessed to Lessee and/or Guarantor.
10. Failure to clean as required may result in denial of future use of the facilities.

**TABLES AND CHAIRS FOR USE AT THE ACTIVITY CENTER ONLY:**

1. Nine (9) standard 5' round tables with fifty-four (54) chairs are provided as the normal set up for the facility (6 chairs at each table).
2. The lessee will return table and chairs to the normal set up after use.
3. Tables and chairs can be removed from the Activity Center and put in the storage closet if these are not needed during use of the facility.

**EQUIPMENT AVAILABLE FOR USE AT THE ACTIVITY CENTER ONLY:**

- |                         |                             |
|-------------------------|-----------------------------|
| 5 ft. round tables – 25 | 6 ft. rectangle tables – 10 |
| Chairs – 100            | Tea maker – 2               |
| Coffee maker – 2        | Garbage cans – 2            |
| Sink – 1                | Podium – 1                  |

**RENTAL FEE SCHEDULE:**

- |                            |          |
|----------------------------|----------|
| 1. Standard Rental Fee     | \$150.00 |
| 2. Governmental Rental Fee | \$0.00   |

**SUPPLEMENTAL EXPENSES:**

1. In the event that additional services or costs are needed to be incurred by the City of Diamondhead, these expenses are required to be paid by the Lessee and/or Guarantor.
2. Some supplemental expenses include, but are not limited to, the following:
  - a. Security \$35 per hour per officer (4-hour minimum required)
  - c. Clean up of grounds during or after an event.
  - d. Professional cleaning of Activity Center.
  - e. Assistance during event with garbage cans or other needs.
  - f. Utilities (i.e. water and electricity)
3. The cost for any supplemental services will be determined by the City Manager, or his designee, and must be paid by the Lessee and/or Guarantor prior to the event.

The person requesting this rental agrees to personally accept responsibility for any damage done to the facility or equipment by persons in his/her group during the reserved time and to maintain order and control over person(s) in their group. Failure to comply with all the terms of these regulations or violations of any federal, state or municipal law, ordinance or regulations in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations.

I hereby agree that I have read, understand and agree to all the Rules for Use of the Activity Center at City Hall; Grounds of City Hall; Twin Lakes Pavilion; and any other City property that is leased to the public which are attached to this rental application.

**INDIVIDUAL GUARANTEE**

As consideration for the City of Diamondhead permitting use of the grounds, facility, and equipment the undersigned, in his/her individual capacity, does hereby personally guarantee and accept responsibility for any damages done to the grounds, facility, or equipment by persons in the group during the reserved time and to maintain order and control over said persons.

**IN WITNESS WHEREOF**, the parties have made their assent to the above and foregoing conditions on the respective dates below each signature.

**LESSEE:**

**THE CITY OF DIAMONDHEAD, MISSISSIPPI**

By: \_\_\_\_\_

By: \_\_\_\_\_

**City Manager or His Designee**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved JTM 4/26

ADDENDUM TO EXTEND TIME  
LPA PROFESSIONAL SERVICES CONTRACT  
*City of Diamondhead*  
*& Covington Civil and Environmental*

This Addendum is made a part of that Professional Services Contract entered into by and between the *City of Diamondhead* (known as the "LPA") and *Covington Civil and Environmental* (Known as the "CONSULTANT"), whose address is *2300 14<sup>th</sup> Street, Gulfport MS, 39501* signed by CONSULTANT on *May 20<sup>th</sup>, 2025*, and signed by LPA on *June 17<sup>th</sup>, 2025*.

WHEREAS, in consideration of the agreement of the Parties hereto to modify the original Professional Services Contract between them, the *City of Diamondhead* and *Covington Civil and Environmental*, do by entering into this Addendum mutually agree to amend ARTICLE III. CONTRACT TERM of the original contract as aforescribed herein, in order to extend the Contract Term or period of performance of the Professional Services Contract for an additional *six (6) months*, and said Professional Services Contract is amended as set out below:

ARTICLE III. CONTRACT TERM: The CONTRACT ending date as shown in this Article for *Covington Civil and Environmental* for *East Aloha Phase II Sidewalk Improvements, STP-0045-00(035)LPA/109181-711000, Hancock County* will change from *June 30<sup>th</sup>, 2026*, to *December 31<sup>st</sup>, 2026, at 11:59 P.M.*

Except as provided herein, all other terms and conditions set forth in the original Professional Services Contract of the parties, and not in conflict with this Addendum, shall remain in full force and effect.

WITNESS this my signature in execution hereof, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
*Jon McCraw, City Manger*

WITNESS this my signature in execution hereof, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
*Ben Benvenuti, P.E., Principal*

Attested By:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Motion Passed Unanimously**

**Approval of Minutes**

1. Approval of February 24, 2026 minutes.

Motion was made by Commissioner Sutherland, second by Commissioner Peters to accept the Minutes of February 24, 2026 as presented.

**Motion Passed Unanimously**

**Architectural Review**

None

Motion passed 5-0

**New Business**

2. Holly Raymond has filed an application requesting a variance from the Zoning Ordinance Article 3.4.8 to allow a residence with 16’ of a rear property line. The property address is 7442 Mahalo Hui Drive. The tax parcel number is 067N-2-35-071.000. The property is in a R-6 zoning district. The setback for a residence from the rear property line is 20’. The variance requested is 4’. The Case File Number is 202600131.

Development Coordinator , Beau King explained to Commissioners why a Variance was needed.

Holly Raymond was present at the meeting , she spoke and answered questions from Commissioners.

Commissioner Parrish asked for any Public Comments.

Shelly McDonald, and Don Savage spoke to commissioners about concerns they had about the Variance.

Development Coordinator, Beau King, read the staff recommendation which was to approve the Variance.

Motion was made by Commissioner Peters, second by Commissioner White to accept the recommendation to approve to the City Council.

**Motion Passed Unanimously**

3. Kathy LeRouge has filed an application requesting a variance from the Zoning Ordinance Article 4.3.10f)xv.c to allow a fence within 10’ of the property line adjoining the golf course. The property address is 7848 Moanalua Way. The tax parcel number is 067K-2-36-038.000. The property is in a R-6 zoning district. The setback for a fence on a property line adjoining the golf course is 10’. The variance requested is 0’. The Case File Number is 202600124.

Development Coordinator, Beau King, spoke to Commissioners.

Kathy LeRouge was present at the meeting, and spoke and answered questions from Commissioners.

Commissioner Parrish asked for Pubic Comments. None



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

## STAFF REPORT – 7442 MAHALO HUI DRIVE VARIANCE

TO: Planning &amp; Zoning Commission

FROM: Beau King, Building Official

DATE: March 17, 2026

SUBJECT: Variance request before the Planning &amp; Zoning Commission – 7442 Mahalo Hui Drive

NATURE OF REQUEST: Holly Raymond has filed an application requesting a variance from the Zoning Ordinance Article 3.4.8 to allow a residence with 16' of a rear property line. The property address is 7442 Mahalo Hui Drive. The tax parcel number is 067N-2-35-071.000. The property is in a R-6 zoning district. The setback for a residence from the rear property line is 20'. The variance requested is 4'. The Case File Number is 202600131.

DATE OF PUBLIC HEARING: March 24, 2026, at 6:00 PM.

RECOMMENDATION: To **approve** the variance as petitioned.

The staff recommends approving 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. *The lot is a narrow corner lot.*
- B. That literal interpretation of the provisions of this title *would* deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title. *There are many homes on corner lots that are closer than 16' to a rear property line.*
- C. That special conditions and circumstances, if any, *do not* result from the actions of the applicant. *Conditions are created by the lot shape.*
- D. That granting the variance requested *will not* confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the same zoning district. *Other similar variances have been granted.*
- E. The variance, if authorized, *will* represent the minimum variance that will afford relief and *will* represent the least modification possible of the regulation in issue. *Floor plan is conservative in size compared to lot size.*
- F. The Variance *does* observe the spirit of the Ordinance and *will not* change the character of the district (area). *16' rear setback still gives ample setback.*
- G. The Variance *will* observe the spirit of the Comprehensive Plan. *Observed.*
- H. That the Variance requested *will not* result in any change in use or density of the subject property. *No change in use or density.*

# NOTICE OF PUBLIC HEARING

## PLANNING AND ZONING COMMISSION

### DIAMONDHEAD, MS

Holly Raymond has filed an application requesting a variance from the Zoning Ordinance Article 3.4.8 to allow a residence within 16' of a rear property line.

The property address is 7442 Mahalo Hui Drive. The tax parcel number is 067N-2-35-071.000. The property is in a R-6 zoning district. The setback for a residence from the rear property line is 20'. The variance requested is 4'. The Case File Number is 202600131.

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, March 24, 2026, 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 Beau King, Building Official, at [bking@diamondhead.ms.gov](mailto:bking@diamondhead.ms.gov) or 228-222-4023.

# The Sea Coast Echo

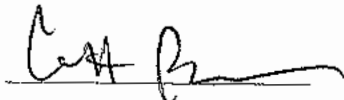
POST OFFICE BOX 2009  
BAY SAINT LOUIS, MS 39521-2009

## PROOF OF PUBLICATION

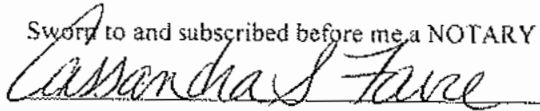
STATE OF MISSISSIPPI  
HANCOCK COUNTY

PERSONALLY appeared before me the undersigned authority in and for said County and State. GEOFF BELCHER, Publisher of THE SEA COAST ECHO, a newspaper published in the City of Bay Saint Louis, said County, who being duly sworn, deposes and says the publication of this notice hereunto annexed has been made in the said publication 1 week(s) to-wit:

On the 5 day of March 2026  
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026  
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026  
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026

  
Publisher

Sworn to and subscribed before me a NOTARY PUBLIC



This 5 day of March 2026



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

Holly Raymond has filed an application requesting a variance from the Zoning Ordinance Article 3.4.8 to allow a residence within 16' of a rear property line.

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If you have any questions or comments or would like to review the application, you may contact Beau King, Building Official, at [bking@diamondhead.ms.gov](mailto:bking@diamondhead.ms.gov) or 228-222-4023.

NOTIFIED DATE: 3/5/26



7442 Mahalo Hui Dr.

Item No. 15.

OWNER_NAME	LRMADD	CITY_ST_ZIP_OWNR
✓ MCDONALD SHELLYE V	645 IONA ST	DIAMONDHEAD, MS 39525
<del>CITY OF DIAMONDHEAD</del>	<del>5000 DIAMONDHEAD CIRCLE</del>	<del>DIAMONDHEAD, MS 39525</del>
✓ BRELAND DIANE ETAL	642 OLIWA PL	DIAMONDHEAD, MS 39525
✓ HOLLAND WILLIAM L	7443 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ FREE JOSEPH W JR ETAL	644 IONA ST	DIAMONDHEAD, MS 39525
✓ BERNARD BOBBY M ETAL	7427 MAHALO HUI DRIVE	DIAMONDHEAD, MS 39525
✓ RICKS SANDRA ETAL	7440 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ ZANG DANIEL G ETAL	7549 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ INGRAHAM CHARLES H JR ETUX	7437 MAHALO HUI DRIV	DIAMONDHEAD, MS 39525
✓ SIERVELD LEONARD R III TRUST	6458 KOMÉ DR	DIAMONDHEAD, MS 39525
✓ QUIBODEAUX RODERICK L ETAL	6412 KIKO ST	DIAMONDHEAD, MS 39525
✓ HATCHETT WILLIAM T ETUX	7431 MAHALO HUI DRIVE	DIAMONDHEAD, MS 39525
✓ CRIMM DOUGLAS W ETAL	647 IONA STREET	DIAMONDHEAD, MS 39525
✓ MILLER DIANNE Y (LIFE ESTATE)	7444 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ REIDENAUER ROBERT T ETUX	6438 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ EVANS BARBARA J	7447 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ MAGEE KATHERINE ETAL	6462 KOMÉ DR	DIAMONDHEAD, MS 39525
✓ VARIANI JOSEPH P ETAL	6414 KIKO ST	DIAMONDHEAD, MS 39525
✓ HOLMES MICHAEL ETAL	6428 OLIWA PLACE	DIAMONDHEAD, MS 39525
✓ NOLAN PATRICK G	756 AUTUSTA WAY	DIAMONDHEAD, MS 39525
✓ RAYMOND HOLLY K	756 SPYGLASS CRT	DIAMONDHEAD, MS 39525
✓ HAYS RALPH E ETAL	7435 MAHALO HUI DRIVE	DIAMONDHEAD, MS 39525
✓ LILLEY PHYLLIS REVOCABLE TRI	7441 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ HARDY STACY S	648 IONA STREET	DIAMONDHEAD, MS 39525
✓ WILLIAMS GARRETT W ETAL	5035 DEERFIELD DR	KILN, MS 39556
✓ BARRIOS PETER ETAL	16200 WOODLAND TRL	BATON ROUGE, LA 70817
✓ ESCOBEDO-ALVARADO GONZAI	7446 MAHALO HUI DRIVE	DIAMONDHEAD, MS 39525
✓ WORAK ROGER E ETAL	640 OLIWA PL	DIAMONDHEAD, MS 39525
✓ KULPEKSA JOSEPH M ETAL	1901 MARILYN DR	CARUTHERSVILLE, MO 63830
✓ HERNANDEZ JUAN F ETAL	6464 KOMÉ DR	DIAMONDHEAD, MS 39525
✓ KOPYSCIANSKI BEMJAMIN B	6410 KIKO ST	DIAMONDHEAD, MS 39525
✓ SNYDER SARAH	7445 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ SAVAGE DONALD R ETAL	642 IONA ST	DIAMONDHEAD, MS 39525
✓ GIBBONS JOE P JR ETUX	7439 MAHALO HUI DRIVE	DIAMONDHEAD, MS 39525
✓ COX JOHN C	6410 IONA ST	DIAMONDHEAD, MS 39525
✓ SANDERS JAMES D	649 IONA ST	DIAMONDHEAD, MS 39525
✓ BEDDOE MARC ETUX	6434 MAHALO HUI DR	DIAMONDHEAD, MS 39525
✓ MALLEY KENT ETUX	644 OLIWA PLACE	DIAMONDHEAD, MS 39525
✓ QUEBEDEAUX BARBARA ETAL	7433 MAHALO HUI DRIVE	DIAMONDHEAD, MS 39525

30



# CITY OF DIAMONDHEAD

5000 Diamondhead Circle  
Diamondhead, MS 39525  
(228) 222-4626 FAX (228) 222-4390

## VARIANCE PROJECT

<b>PERMIT #:</b> 202600131	<b>DATE ISSUED:</b> 2/20/2026
	<b>MUST COMMENCE BY:</b> 2/20/2027
<b>JOB ADDRESS:</b> 7442 MAHALO HUI DR	<b>BLK #:</b>
<b>PARCEL ID:</b>	<b>ZONING:</b>
<b>SUBDIVISION:</b>	<b>SFHA:</b>
<b>LOT #:</b>	
<b>OWNER:</b> HOLLY RAYMOND	<b>CONTRACTOR:</b> HOLLY RAYMOND
<b>ADDRESS:</b> 756 SPYGLASS CT	<b>ADDRESS:</b> 756 SPYGLASS CT
<b>CITY, STATE ZIP:</b> DIAMONDHEAD MS 39525	<b>CITY, STATE ZIP:</b> DIAMONDHEAD MS 39525
<b>PHONE:</b>	<b>PHONE:</b>
<b>VALUATION:</b> \$ 0.00	<b>APPLICANT:</b> HOLLY RAYMOND
<b>SQ FT:</b> 0.00	
<b>OCCP TYPE:</b>	
<b>CNST TYPE:</b>	
<b>DESCRIPTION OF WORK:</b>	

<b>TOTAL</b>	\$ 100.00
<b>PREVIOUSLY PAID</b>	\$ 0.00
<b>BALANCE DUE</b>	\$ 100.00

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. I HAVE RECEIVED A PRINTED RECEIPT FOR THE AMOUNT THAT I HAVE PAID TO THE BUILDING DEPARTMENT.

\_\_\_\_\_  
Applicant Signature

*Lammy Brand*  
\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

*2-20-26*  
\_\_\_\_\_  
Date



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

APPLICATION FOR VARIANCE REQUEST

Case Number: 202600131

Date 2-20-26

Applicant: Holly Raymond

Applicant's Address: 756 Spyglass Ct Diamondhead, MS 39525

Applicant's Email Address: hollykraymond@gmail.com

Applicant's Contact Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 2283050909

Property Owner: Holly Raymond

Owner's Mailing Address: 756 Spyglass Ct Diamondhead, MS 39525

Owner's Email Address hollykraymond@gmail.com

Owner's Contact Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 2283050909

Tax Roll Parcel Number: 067N-2-35-071.000

Physical Street Address: LOT 1 Mahalo<sup>7443</sup> Hui Drive Diamondhead, MS 39525

Legal Description of Property: 1 BLK 3 UN 10 PH 2 Diamondhead AA-19-205

Zoning District: 2453

State Purpose of Variance: (Front/Side/Rear/Lot Size/Parking/Building/Coverage)  
(Signage-Size-Height)

rear variance of 4 feet on a corner lot which  
is 64' on one side & 78.81' on other side of  
the lot.

**REQUIRED ITEMS:**

- A. A statement describing the variance request and all the reasons why it complies with the criteria for variances provided in Section 2.6.5, specifically.  
**THE CONDITIONS FOR GRANTING A VARIANCE: (SEE ATTACHED SHEET #4)**
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?
  2. WOULD LITERAL INTERPRETATION OF THE ZONING ORDINANCE DEPRIVE THE OWNER/APPLICANT OF RIGHTS COMMONLY ENJOYED BY OTHER PROPERTIES IN THE SAME ZONING DISTRICT?
  3. ARE THE SPECIAL CONDITIONS OR CIRCUMSTANCES NOT CAUSED BY THE OWNER/APPLICANT?
  4. WOULD THE REQUESTED VARIANCE NOT GIVE THE OWNER/APPLICANT ANY SPECIAL PRIVILEGES OR RIGHTS NOT SHARED BY OWNERS OF SIMILAR PROPERTIES?
- B. The property address and the name and mailing address of the owner of each lot within 300 feet of the subject property and a map with parcels keyed to the ownership and address data.
- C. Site plans, preliminary building elevation, preliminary improvement plans, or other maps or drawings, sufficiently dimensioned as required to illustrate the following, to the extent related to their variance application:
- i. Existing and proposed location and arrangement of uses on the site, and on abutting sites within 100 feet.
  - ii. Existing and proposed site improvements, buildings, and other structures on the site, and any off-site improvements related to or necessitated by the proposed use. Building elevations shall be sufficient to indicate the general height, bulk, scale, and architectural character.
  - iii. Existing and proposed topography, grading, landscaping, and screening, irrigation facilities, and erosion control measures.
  - iv. Existing and proposed parking, loading, and traffic and pedestrian circulation features, both on the site and any off-site facilities or improvement related to or necessitated by the proposed use.
  - v. The Zoning Administrator may request additional information necessary to enable a complete analysis and evaluation of the variance request, and determination as to whether the circumstances prescribed for the granting of a variance exist.
  - vi. A fee established by the City Council shall accompany the application. A single application may include request for variances from more than one regulation applicable to the same site, or for similar variances on two or more adjacent parcels with similar characteristics.
- D. Payment of fee for Variance request: \$100.00 as per Ordinance 2012-020

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 March 24 at \_\_\_\_\_ 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.

Holly Raymond  
Signature of Applicant

Holly Raymond  
Signature of Property Owner

\_\_\_\_\_ For Official Use Only \_\_\_\_\_

- \$100.00
- Copy of Deed, Lease or Contract
- Site Plan
- Parking Spaces
- List of Property Owner

- Application Signed
- Written Project Description
- Drainage Plan NA ( )
- Notarized Statement NA ( )

REQUIRED ITEM A

Property Owner Holly Raymond

Street Address Lot 1 Mahalo Hui Diamondhead, MS 39525

Statement Describing Variance Request

This is a corner lot. Due to the required setbacks, a 4 foot variance in the rear of the lot is requested.

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: corner lot with two required setbacks

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

Response: other corner lots with property lines closer than 20 feet

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

Response: narrow corner lot requiring variance to build home

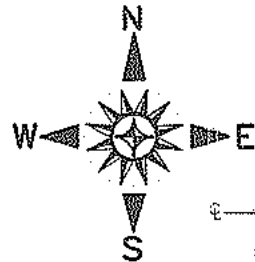
4. WOULD THE REQUESTED VARIANCE NOT GIVE THE OWNER/APPLICANT ANY SPECIAL PRIVILEGES OR RIGHTS NOT SHARED BY OWNERS OF SIMILAR PROPERTIES?

Response: no this does not give me any special privileges



**BOUNDARY SURVEY**

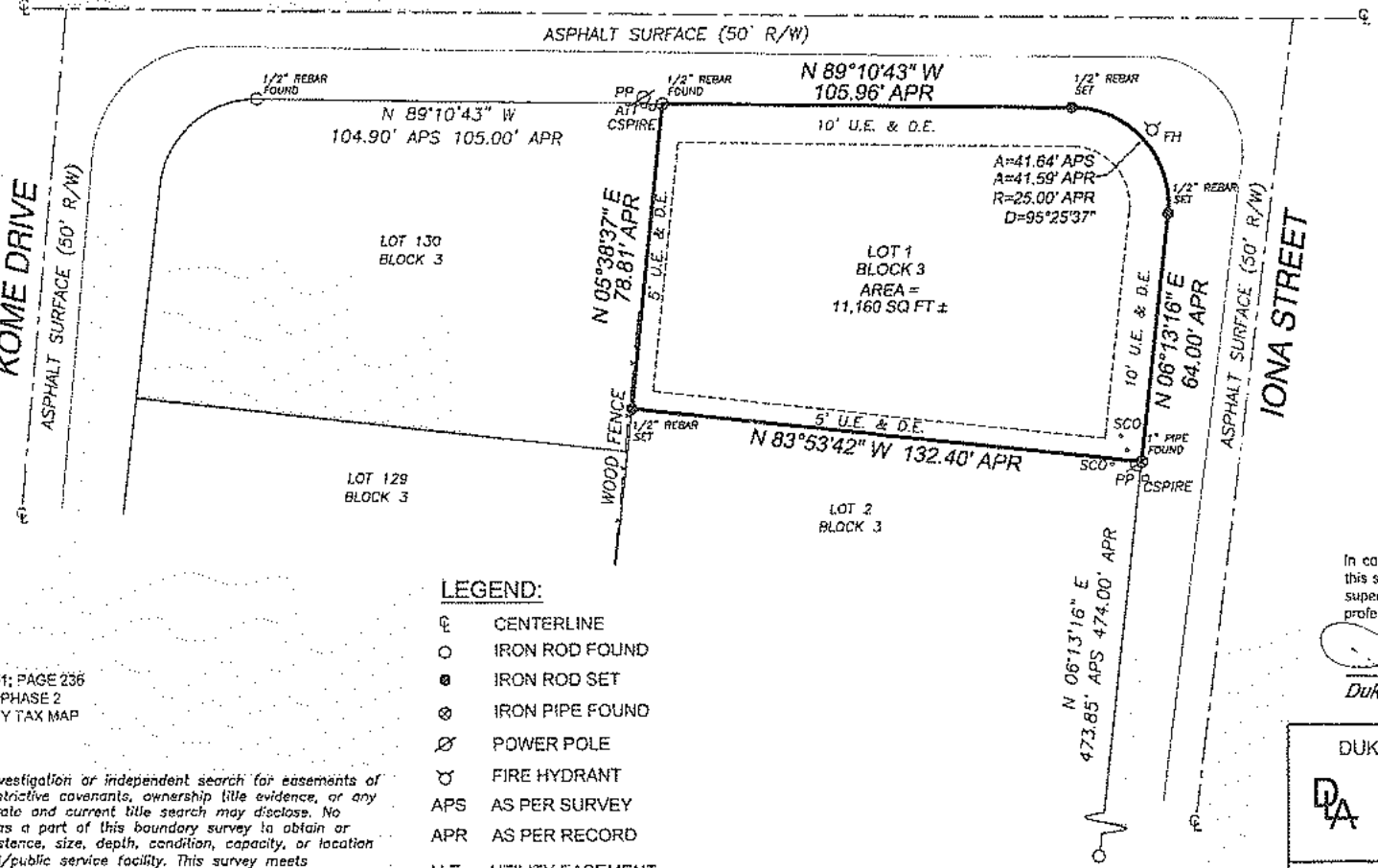
**LEGAL DESCRIPTION:**  
 A survey of Lot 2, Block 3, Unit 10,  
 Diamondhead, Phase 2, City of  
 Diamondhead, Hancock County, Mississippi.



**MAHALO HUI DRIVE**

**KOME DRIVE**  
 ASPHALT SURFACE (50' R/W)

**IONA STREET**  
 ASPHALT SURFACE (50' R/W)



In consideration of the fee paid, I declare that this survey made by me or under my immediate supervision is true and correct to the best of my professional knowledge, information, and belief.

*Duke Levy*  
 Duke Levy, RLS #1722

**REFERENCES:**

- 1) DEED BOOK BB251; PAGE 236
- 2) PLAT OF UNIT 10; PHASE 2
- 3) HANCOCK COUNTY TAX MAP

**LEGEND:**

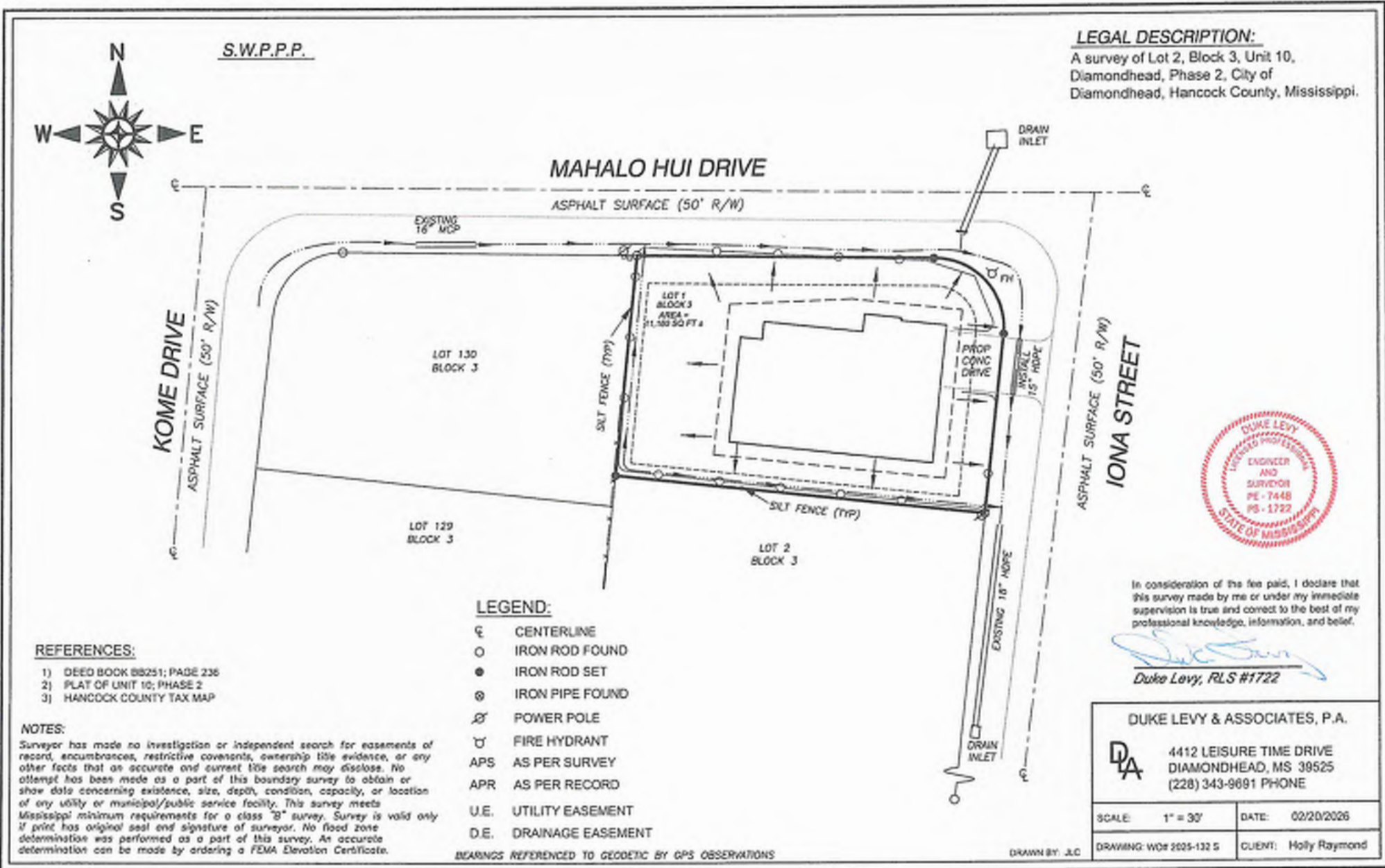
- ⊕ CENTERLINE
- IRON ROD FOUND
- ⊙ IRON ROD SET
- ⊗ IRON PIPE FOUND
- ⊘ POWER POLE
- ⊙ FIRE HYDRANT
- APS AS PER SURVEY
- APR AS PER RECORD
- U.E. UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT

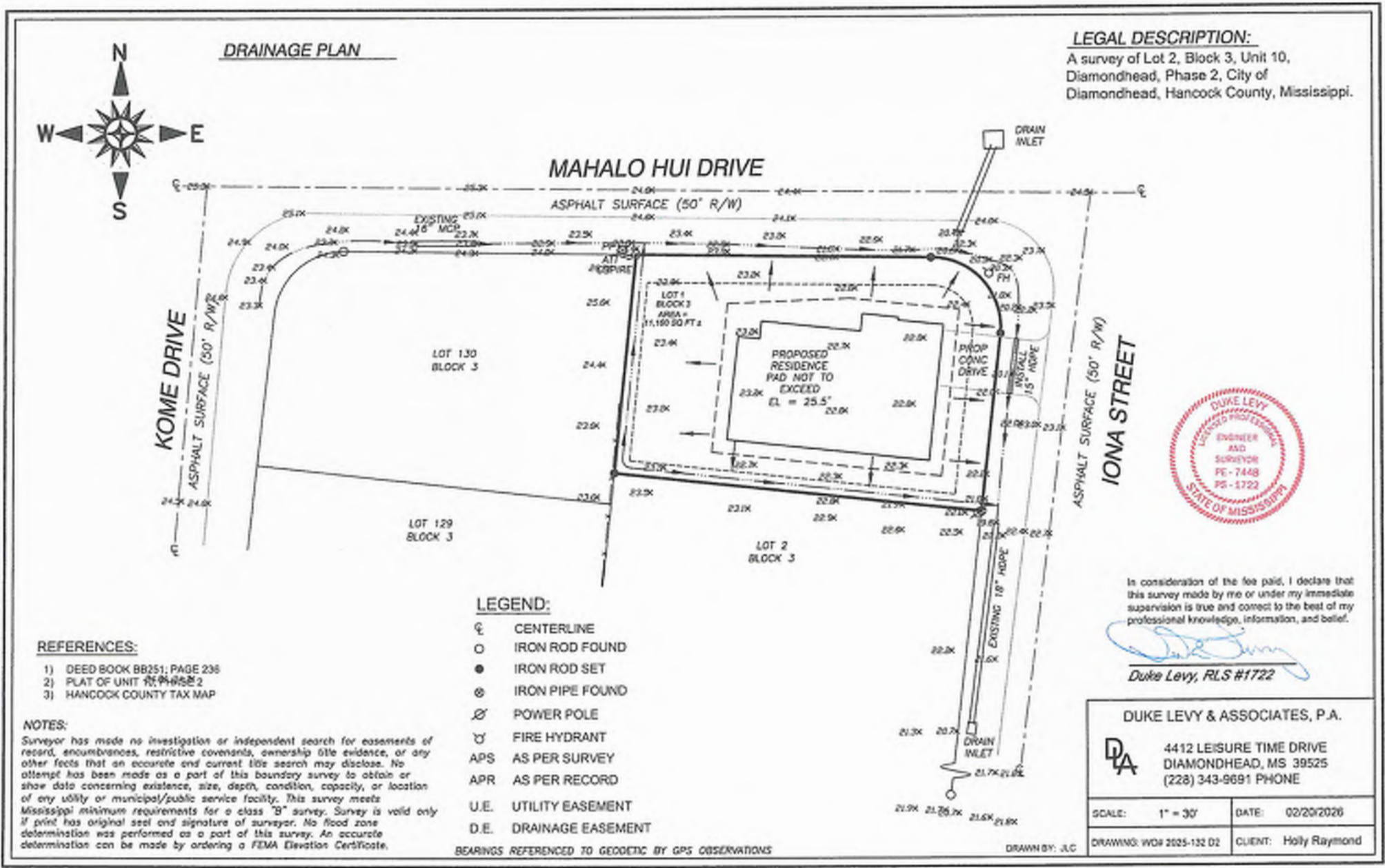
**NOTES:**  
 Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose. No attempt has been made as a part of this boundary survey to obtain or show data concerning existence, size, depth, condition, capacity, or location of any utility or municipal/public service facility. This survey meets Mississippi minimum requirements for a class "B" survey. Survey is valid only if print has original seal and signature of surveyor. No flood zone determination was performed as a part of this survey. An accurate determination can be made by ordering a FEMA Elevation Certificate.

BEARINGS REFERENCED TO GEODETIC BY GPS OBSERVATIONS

DRAWN BY: JLC

<b>DUKE LEVY &amp; ASSOCIATES, P.A.</b>	
4412 LEISURE TIME DRIVE DIAMONDHEAD, MS 39525 (228) 343-9691 PHONE	
SCALE: 1" = 30'	DATE: 06-19-2025
DRAWING: WO# 2025-132	CLIENT: Holly Raymond





**DRAINAGE PLAN**

**LEGAL DESCRIPTION:**  
 A survey of Lot 2, Block 3, Unit 10,  
 Diamondhead, Phase 2, City of  
 Diamondhead, Hancock County, Mississippi.



**MAHALO HUI DRIVE**

**KOME DRIVE**

**IONA STREET**

**REFERENCES:**

- 1) DEED BOOK BB251; PAGE 238
- 2) PLAT OF UNIT 10-10-2
- 3) HANCOCK COUNTY TAX MAP

**LEGEND:**

- ☉ CENTERLINE
- IRON ROD FOUND
- IRON ROD SET
- ⊗ IRON PIPE FOUND
- ⊗ POWER POLE
- ☒ FIRE HYDRANT
- APS AS PER SURVEY
- APR AS PER RECORD
- U.E. UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT

BEARINGS REFERENCED TO GEODETIC BY GPS OBSERVATIONS

DRAWN BY: J.C.



In consideration of the fee paid, I declare that this survey made by me or under my immediate supervision is true and correct to the best of my professional knowledge, information, and belief.

*Duke Levy*  
 Duke Levy, RLS #1722

<b>DUKE LEVY &amp; ASSOCIATES, P.A.</b>	
4412 LEISURE TIME DRIVE DIAMONDHEAD, MS 39525 (228) 343-9691 PHONE	
SCALE: 1" = 30'	DATE: 02/20/2026
DRAWING: WDF 2025-132 D2	CLIENT: Holly Raymond

2024 7968  
FILED  
MAY 22 2024

Item No. 15.

IN THE CHANCERY COURT OF HANCOCK COUNTY, MISSISSIPPI

TIFFANY LEE COWMAN  
CHANCERY CLERK

BY \_\_\_\_\_ D.C.

IN THE MATTER OF THE ESTATE OF  
THOMAS F. RAMSKI, DECEASED

CAUSE NO.: 23CH1:23-cv-00512-JP

TIMOTHY E. RAMSKI, PETITIONER

**ORDER FOR AUTHORITY TO SELL REAL PROPERTY**

THIS MATTER came on to be heard upon the Petition of the Administrator of the Estate of Thomas F. Ramski, deceased, petitioning this Court for authority to Sell Real Property, and the Court having reviewed the same and finding that it is well taken, hereby grants the Petition as follows:

I.

That on June 26, 2023, Thomas F. Ramski departed this life intestate and maintained a fixed place of residence in, and owned certain real property located within the jurisdiction of this Court in Hancock County, Mississippi and therefore, this Court has jurisdiction over the parties and of the subject matter herein.

II.

A judgment appointing Timothy E. Ramski as Administrator was filed on November 14, 2023 [DKT 5]. Letters of Administration were issued on December 5, 2023 [DKT 9].

III.

That Timothy E. Ramski and Christine Stakal are the only known heirs at law to receive the decedent's assets. That the heirs at law were adjudicated on February 7, 2024 [DKT 17].

## IV.

That the decedent owned real property located at Lot #1, Mahalo Hui Drive, Diamondhead, Mississippi, more accurately described as 1 Blk 3 Diamondhead, Phase #2, Unit #10, AA-19-206.

## V.

That Holly K Raymond desires to purchase the property more accurately described above, that is, in part, the real property of the estate for a price of \$25,000.00. That Holly K Raymond and Petitioner have entered into a Contract to Purchase said property, a copy of said contract being attached to the Petition as Exhibit "A," and the Administrator requests that this court acknowledge same. The Administrator would show that the sales price for the property is reasonable and that it is in the best interest of the estate for the Court to approve the sale of the decedent's real property in all respects. The Administrator would further show that the net sales proceeds should be paid by the closing agent into the registry of the Court in a non-interest bearing account, where the proceeds shall remain on deposit until further order of this Court. The Administrator requests that upon the conclusion of this matter, that the funds on deposit in the registry of the Court be transferred to the heirs at law herein. Christine Stakal has entered a joinder/waiver [DKT 19]. It is therefore,

ORDERED AND ADJUDGED that the Petition to Sell Real Property is hereby granted and that the real property located at Lot #1, Mahalo Hui Drive, Diamondhead, Mississippi, more accurately described as 1 Blk 3 Diamondhead, Phase #2, Unit #10, AA-19-206 shall be sold to Holly K Raymond for the price of \$25,000.00 pursuant to the contract attached to the Petition as Exhibit "A," and the net proceeds from the sale shall be

deposited into the Registry of the Hancock County Chancery Clerk until further order of this Court.

SO ORDERED AND ADJUDGED, this 22 day of May, 2024.

  
CHANCELLOR

**Prepared by:**

\_\_\_\_\_  
MARY MITCHELL  
MS Bar No. 103806  
The Casano Law Firm, P.A.  
4403 West Aloha Drive  
Diamondhead, Mississippi 39525  
Telephone No.: (228) 255-0035  
Facsimile No.: (228) 255-0078

Hancock County  
I certify this instrument was filed on  
05-28-2024 12:21:24 PM  
and recorded in Deed Book  
2024 at pages 7965 - 7970  
Tiffany L. Cowan





**Motion Passed Unanimously**

**Approval of Minutes**

1. Approval of February 24, 2026 minutes.

Motion was made by Commissioner Sutherland, second by Commissioner Peters to accept the Minutes of February 24, 2026 as presented.

**Motion Passed Unanimously**

**Architectural Review**

None

**New Business**

2. Holly Raymond has filed an application requesting a variance from the Zoning Ordinance Article 3.4.8 to allow a residence with 16' of a rear property line. The property address is 7442 Mahalo Hui Drive. The tax parcel number is 067N-2-35-071.000. The property is in a R-6 zoning district. The setback for a residence from the rear property line is 20'. The variance requested is 4'. The Case File Number is 202600131.

Development Coordinator , Beau King explained to Commissioners why a Variance was needed.

Holly Raymond was present at the meeting , she spoke and answered questions from Commissioners.

Commissioner Parrish asked for any Public Comments.

Shelly McDonald, and Don Savage spoke to commissioners about concerns they had about the Variance.

Development Coordinator, Beau King, read the staff recommendation which was to approve the Variance.

Motion was made by Commissioner Peters, second by Commissioner White to accept the recommendation to approve to the City Council. **Motion passed 5-0**

**Motion Passed Unanimously**

3. Kathy LeRouge has filed an application requesting a variance from the Zoning Ordinance Article 4.3.10f)xv.c to allow a fence within 10' of the property line adjoining the golf course. The property address is 7848 Moanalua Way. The tax parcel number is 067K-2-36-038.000. The property is in a R-6 zoning district. The setback for a fence on a property line adjoining the golf course is 10'. The variance requested is 0'. The Case File Number is 202600124.

Development Coordinator, Beau King, spoke to Commissioners.

Kathy LeRouge was present at the meeting, and spoke and answered questions from Commissioners.

Commissioner Parrish asked for Pubic Comments. None



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

STAFF REPORT – 7848 MOANALUA WAY VARIANCE

TO: Planning & Zoning Commission

FROM: Beau King, Building Official

DATE: March 18, 2026

SUBJECT: Variance request before the Planning & Zoning Commission – 7848 Moanalua Way

NATURE OF REQUEST: Kathy LeRouge has filed an application requesting a variance from the Zoning Ordinance Article 4.3.10f)xv.c to allow a fence within 10' of the property line adjoining the golf course. The property address is 7848 Moanalua Way. The tax parcel number is 067K-2-36-038.000. The property is in a R-6 zoning district. The setback for a fence on a property line adjoining the golf course is 10'. The variance requested is 0'. The Case File Number is 202600124.

DATE OF PUBLIC HEARING: March 24, 2026, at 6:00 PM.

RECOMMENDATION: To **approve** the variance as petitioned.

The staff recommends approving 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. *The position of the primary structure is close to the lot line, and the fence would have to be 5' from the rear steps.*
- B. That literal interpretation of the provisions of this title *would* deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title. *Many golf course lots have fences.*
- C. That special conditions and circumstances, if any, *do not* result from the actions of the applicant. *Not applicable to this request.*
- D. That granting the variance requested *will not* confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the same zoning district. *having a fenced rear yard larger than 5' is not a special privilege.*
- E. The variance, if authorized, *will* represent the minimum variance that will afford relief and *will* represent the least modification possible of the regulation in issue. *If on the property line, they will only have about 15' of rear yard.*
- F. The Variance *does* observe the spirit of the Ordinance and *will not* change the character of the district (area). *Agreed*
- G. The Variance *will* observe the spirit of the Comprehensive Plan. *Agreed*
- H. That the Variance requested *will not* result in any change in use or density of the subject property. *No change in use or density.*



**DIAMONDHEAD**

COUNTRY CLUB & PROPERTY OWNERS ASSOCIATION  
7610 Country Club Circle- Diamondhead, MS 39525 – Phone (228) 255-1900

March 11, 2026

To: City of Diamondhead Planning Commission

RE: Variance Request Case File 202600124

To Whom It May Concern:

Please allow this letter to serve as official notice that the Diamondhead Country Club and Property Owners Association is opposed to the variance requested in the abovementioned case file.

In order to support the continuity of golf course adjoining properties, we respectfully request that you deny the request for a zero foot variance for a fence and instead uphold the standard setback of ten feet.

Sincerely,

*Wallace 'Hoppy' Smith*

General Manager

Diamondhead Country Club and POA

**Beau King**

---

**From:** Andrea Jones <ajones@dhpoa.org>  
**Sent:** Wednesday, March 11, 2026 3:27 PM  
**To:** Beau King  
**Cc:** Wallace Smith  
**Subject:** Variance oppositions 202600133 & 202600124  
**Attachments:** Variance Opposition 202600133.docx.pdf; Variance Opposition 202600124.docx.pdf

You don't often get email from ajones@dhpoa.org. [Learn why this is important](#)

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

Good Afternoon,

Please find the attached notices of opposition to the above referenced variances.

Thank You,

**Andrea C. Jones, Esq.**

Legal/HR Administrator  
**The Club at Diamondhead & POA**  
7610 Country Club Circle  
Diamondhead, MS 39525  
Office: 228-255-1900 Ext 100

**NOTICE OF CONFIDENTIALITY:** This email, and any attachments thereto, is intended for use only by the addressee(s) named herein and may contain confidential information, legally privileged information and attorney-client work product. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email, and any attachments thereto, is strictly prohibited. If you have received this email in error, please notify the sender by email or telephone, and permanently delete the original and email and/or printout thereof.

**PRIVILEGED AND CONFIDENTIAL:** The information contained in this email and any attachments hereto may be confidential and / or privileged. The information has been sent for the sole use of the intended recipient(s). If the reader of this message is not an intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please contact the sender by reply email and destroy all copies of the original message.

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

Kathy LeRouge has filed an application requesting a variance from the Zoning Ordinance Article 4.3.10f)xv.c to allow a fence within 10' of the property line adjoining the golf course.

The property address is 7848 Moanalua Way. The tax parcel number is 067K-2-36-038.000. The property is in a R-6 zoning district. The setback for a fence on a property line adjoining the golf course is 10'. The variance requested is 0'. The Case File Number is 202600124.

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, March 24, 2026, 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 Beau King, Building Official, at [bking@diamondhead.ms.gov](mailto:bking@diamondhead.ms.gov) or 228-222-4023.

# The Sea Coast Echo

POST OFFICE BOX 2009  
BAY SAINT LOUIS, MS 39521-2009

## PROOF OF PUBLICATION

STATE OF MISSISSIPPI  
HANCOCK COUNTY

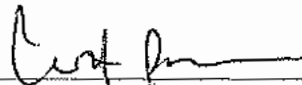
PERSONALLY appeared before me the undersigned authority in and for said County and State. GEOFF BELCHER, Publisher of THE SEA COAST ECHO, a newspaper published in the City of Bay Saint Louis, said County, who being duly sworn, deposes and says the publication of this notice hereunto annexed has been made in the said publication 1 week(s) to-wit:

On the 5 day of March 2026

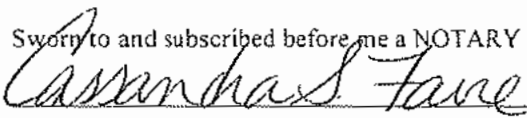
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026

On the \_\_\_\_\_ day of \_\_\_\_\_ 2026

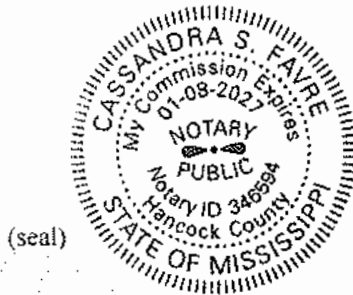
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026

  
Publisher

Sworn to and subscribed before me a NOTARY PUBLIC



This 5 day of March 2026



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

Kathy LeRouge has filed an application requesting a variance from the Zoning Ordinance Article 4.3.10(xv.c) to allow a fence within 10' of the property line adjoining the golf course.

The property address is 7848 Moanalua Way. The tax parcel number is 067K-2-36-038.000. The property is in a R-6 zoning district. The setback for a fence on a property line adjoining the golf course is 10'. The variance requested is 0'. The Case File Number is 202600124.

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, March 24, 2026, 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 Beau King, Building Official, at [bking@diamondhead.ms.gov](mailto:bking@diamondhead.ms.gov) or 228-222-4023. PUBLISH DATE: 3/5/26



1848 moana luauway

42

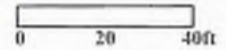
Item No. 16.

OWNER_NAME	LRMADD	CITY_ST_ZIP_OWNR
✓ JAY DYLAN G	8726 MALINO PLACE	DIAMONDHEAD, MS 39525
✓ MCKINION LINDA ETAL	784 LOA PLACE	DIAMONDHEAD, MS 39525
✓ COOGAN CHERYL	8816 MALINO PLACE	DIAMONDHEAD, MS 39525
✓ CAMPBELL JUDITH L TRUSTEE	878 MAMALU PLACE	DIAMONDHEAD, MS 39525
✓ CARTER STEVEN J ETAL	770 MAMALU PLACE	DIAMONDHEAD, MS 39525
✓ REFFALT STEPHEN D ETAL	7833 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ FORD GEORGE T ETAL	8860 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ LOWERY DAVID V ETAL	9053 BRIARWOOD PLACE	BATON ROUGE, LA 70809
✓ BIESTEK MARSHA C	882 MALINO PLACE	DIAMONDHEAD, MS 39525
✓ BAIZA THOMAS S	8854 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ SULLIVAN KEVIN O ETUX	8832 MALINO PL	DIAMONDHEAD, MS 39525
✓ LEROUGE KATHY ETAL	7848 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ LUC BRITTNEY M ETVIR	788 LOA PLACE	DIAMONDHEAD, MS 39525
✓ CONAWAY FRANK L JR	7842 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ NECAISE DUSTIN C	8728 MALINO PL	DIAMONDHEAD, MS 39525
✓ TRUETT FELIX E III ETAL	8839 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ DIAMONDHEAD COUNTRY CLUB & PO/	7600 COUNTRY CLUB DR	DIAMONDHEAD, MS 39525
✓ MCCARTHY JOHN L ETAL	776 MAMALU PLACE	DIAMONDHEAD, MS 39525
✓ MUTRIE BEVERLY M (LIFE ESTATE)	515 THOMPSON LANE	ARCADIA, MO 63621
✓ THE BEARSS TRUST AGREEMENT	3512 LOOK OUT POINT	TRAVERSE CITY, MI 49686
✓ COOMBS JOHNNIE	PO BOX 127	BLUE MOUNTAIN, MS 38610
✓ NAVY FEDERAL CREDIT UNION	820 FOLLIN LANE	VIENNA, VA 22180
✓ CASE WILLIAM J ETAL	PO BOX 6493	DIAMONDHEAD, MS 39525
✓ SAULS JAMES	7835 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ FERRIE LYNN ETAL	26390 BAYOU DR	ELBERTA, AL 36530
✓ DUNN GEORGE S ETUX	8722 MALINO PLACE	DIAMONDHEAD, MS 39525
✓ TUCK MATTHEW ETAL	7740 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ GUTHRIE LINDA A ETAL	17703 REFUGE LAKE DR	CYPRESS, TX 77433
✓ MAIENSCHIN PAMELA TRUSTEE	8830 MALINO PL	DIAMONDHEAD, MS 39525
✓ NICKENS THELMA A	786 LOA PLACE	DIAMONDHEAD, MS 39525
* ✓ HULBERT MARK S ETAL	7824 ALAWAI AV	DIAMONDHEAD, MS 39525
✓ CHASTAIN JEFFREY	772 MAMALU PL	DIAMONDHEAD, MS 39525
✓ DUBOSE RONALD ETAL	7731 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ BYRD STEVEN K ETAL	8862 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ DASTUGUE CAROL L	8845 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ LANGKOPP WILLIAM E SR ETAL	2301 CORINNE DR	CHALMETTE, LA 70043
✓ HOPE DORIS F (LIFE ESTATE)	7810 LOA PL	DIAMONDHEAD, MS 39525
✓ TUBBS MICHAEL F ETAL	175 WARREN AVE	MORGAN HILL, CA 95037
✓ ROTH ROBERT D II (RTODD)	4705 KENT AVE	METAIRIE, LA 70006
✓ KOGON LARRY ETAL	7850 MOANALUA WAY	DIAMONDHEAD, MS 39525
✓ GUILLORY DENNIS J ETAL	8834 MALINO PLACE	DIAMONDHEAD, MS 39525

# Geoportal Map



DISCLAIMER: Any user of this map product accepts its faults and assumes all responsibility for the use thereof, and further agrees to hold Hancock County harmless from and against any damage, loss or liability arising from any use of the map product. Users are cautioned to consider carefully the provisional nature of the maps and data before using it for decisions that concern personal or public safety or the conduct of business that involves monetary or operational consequences. Conclusions drawn from, or actions undertaken, on the basis of such maps and data, are the sole responsibility of the user.



\*\*\*\* BUILDING DEPARTMENT COPY \*\*\*\*



# CITY OF DIAMONDHEAD

5000 Diamondhead Circle  
Diamondhead, MS 39525  
(228) 222-4626 FAX (228) 222-4390

## VARIANCE PROJECT

<b>PERMIT #:</b> 202600124	<b>DATE ISSUED:</b> 2/19/2026
	<b>MUST COMMENCE BY:</b> 2/19/2027
<b>JOB ADDRESS:</b> 7848 MOANA LUA WAY	
<b>PARCEL ID:</b>	<b>BLK #:</b>
<b>SUBDIVISION:</b>	<b>ZONING:</b>
<b>LOT #:</b>	<b>SFHA:</b>
<b>OWNER:</b> KATHY & RENE LEROUGE	<b>CONTRACTOR:</b> KATHY & RENE LEROUGE
<b>ADDRESS:</b> 7848 MOANA LUA WAY	<b>ADDRESS:</b> 7848 MOANA LUA WAY
<b>CITY, STATE ZIP:</b> DIAMONDHEAD MS 39525	<b>CITY, STATE ZIP:</b> DIAMONDHEAD MS 39525
<b>PHONE:</b>	<b>PHONE:</b>
<b>VALUATION:</b> \$ 0.00	<b>APPLICANT:</b> KATHY LeROUGE
<b>SQ FT:</b> 0.00	
<b>OCCP TYPE:</b>	
<b>CNST TYPE:</b>	
<b>DESCRIPTION OF WORK:</b>	

<b>TOTAL</b>	\$ 100.00
<b>PREVIOUSLY PAID</b>	\$ 0.00
<b>BALANCE DUE</b>	\$ 100.00

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. I HAVE RECEIVED A PRINTED RECEIPT FOR THE AMOUNT THAT I HAVE PAID TO THE BUILDING DEPARTMENT.

\_\_\_\_\_  
Applicant Signature

*Sammy Brand*  
Approval Signature

\_\_\_\_\_  
Date

*2-19-26*  
Date



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

APPLICATION FOR VARIANCE REQUEST

Case Number: 202600124

Date 2-18-2026

Applicant: Kathy & Rene LeRouge

Applicant's Address: 7848 Moanalua Way, Diamondhead, MS 39525

Applicant's Email Address: kathyleRouge@outlook.com

Applicant's Contact Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 228-324-8037

Property Owner: Kathy & Rene LeRouge

Owner's Mailing Address: 7848 Moanalua Way, Diamondhead, MS 39525

Owner's Email Address kathyleRouge@outlook.com

Owner's Contact Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 228-324-8037

Tax Roll Parcel Number: 067K-2-36-038.000

Physical Street Address: 7848 Moanalua Way

Legal Description of Property: Lot 9, Block B, Diamondhead, Phase 1, Unit 7

Zoning District: R-2

State Purpose of Variance: (Front/Side/Rear/Lot Size/Parking/Building/Coverage)

(Signage-Size-Height) We would like to place an approved fence on the actual rear property line... not on the golf course's 10-ft set back. As we have done since purchasing the property, we will continue to maintain the grass to the riser on the golf course and maintain the gazebo.

**REQUIRED ITEMS:**

- A. A statement describing the variance request and all the reasons why it complies with the criteria for variances provided in Section 2.6.5, specifically.  
**THE CONDITIONS FOR GRANTING A VARIANCE: (SEE ATTACHED SHEET #4)**
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?
  2. WOULD LITERAL INTERPRETATION OF THE ZONING ORDINANCE DEPRIVE THE OWNER/APPLICANT OF RIGHTS COMMONLY ENJOYED BY OTHER PROPERTIES IN THE SAME ZONING DISTRICT?
  3. ARE THE SPECIAL CONDITIONS OR CIRCUMSTANCES NOT CAUSED BY THE OWNER/APPLICANT?
  4. WOULD THE REQUESTED VARIANCE NOT GIVE THE OWNER/APPLICANT ANY SPECIAL PRIVILEGES OR RIGHTS NOT SHARED BY OWNERS OF SIMILAR PROPERTIES?
- B. The property address and the name and mailing address of the owner of each lot within 300 feet of the subject property and a map with parcels keyed to the ownership and address data.
- C. Site plans, preliminary building elevation, preliminary improvement plans, or other maps or drawings, sufficiently dimensioned as required to illustrate the following, to the extent related to their variance application:
- i. Existing and proposed location and arrangement of uses on the site, and on abutting sites within 100 feet.
  - ii. Existing and proposed site improvements, buildings, and other structures on the site, and any off-site improvements related to or necessitated by the proposed use. Building elevations shall be sufficient to indicate the general height; bulk, scale, and architectural character.
  - iii. Existing and proposed topography, grading, landscaping, and screening, irrigation facilities, and erosion control measures.
  - iv. Existing and proposed parking, loading, and traffic and pedestrian circulation features, both on the site and any off-site facilities or improvement related to or necessitated by the proposed use.
  - v. The Zoning Administrator may request additional information necessary to enable a complete analysis and evaluation of the variance request, and determination as to whether the circumstances prescribed for the granting of a variance exist.
  - vi. A fee established by the City Council shall accompany the application. A single application may include request for variances from more than one regulation applicable to the same site, or for similar variances on two or more adjacent parcels with similar characteristics.
- D. Payment of fee for Variance request: \$100.00 as per Ordinance 2012-020

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.

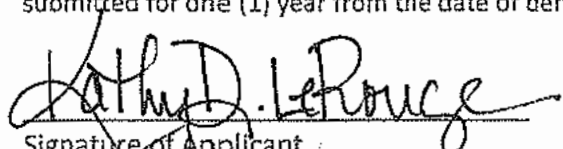
That additional information may be required by the Planning Commission prior to final disposition.

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 24 March 2026 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
- List of Property Owner

- Application Signed
- Written Project Description
- Drainage Plan NA
- Notarized Statement NA

**REQUIRED ITEM A**

**Property Owner:** Kathy and Rene LeRouge

**Street Address:** 7848 Moanalua Way, Diamondhead, MS 39525

**Statement Describing Variance Request**

According to a recent conversation with someone from City Hall, the Golf Course requires anyone putting up a fence to place the fence 10 feet back from the property line. Looking at the photos provided and property survey to you, the fence would have to be placed approximately 5 feet from existing stairs (making this extremely hazardous should someone fall).

We also have a dog. We are trying to give him a safe and enclosed area in which to run and play.

We believe our house is set back enough from the golf course itself that placing the fence at the property line (rather than 10 feet back) would not interfere with the golf course itself. We have continually maintained property past the drainage area in our yard, usually going close to the rise near the fairway. We also invested money in repairs and modifications to the gazebo (which we now know is on golf course property). We do not foresee the golf course wanting to maintain grass in "our yard." As such we would continue to maintain the lawn and gazebo as we have for the last few years.

**The Reason 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 surroundings or similar properties?**

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?**

Yes, I believe it would.

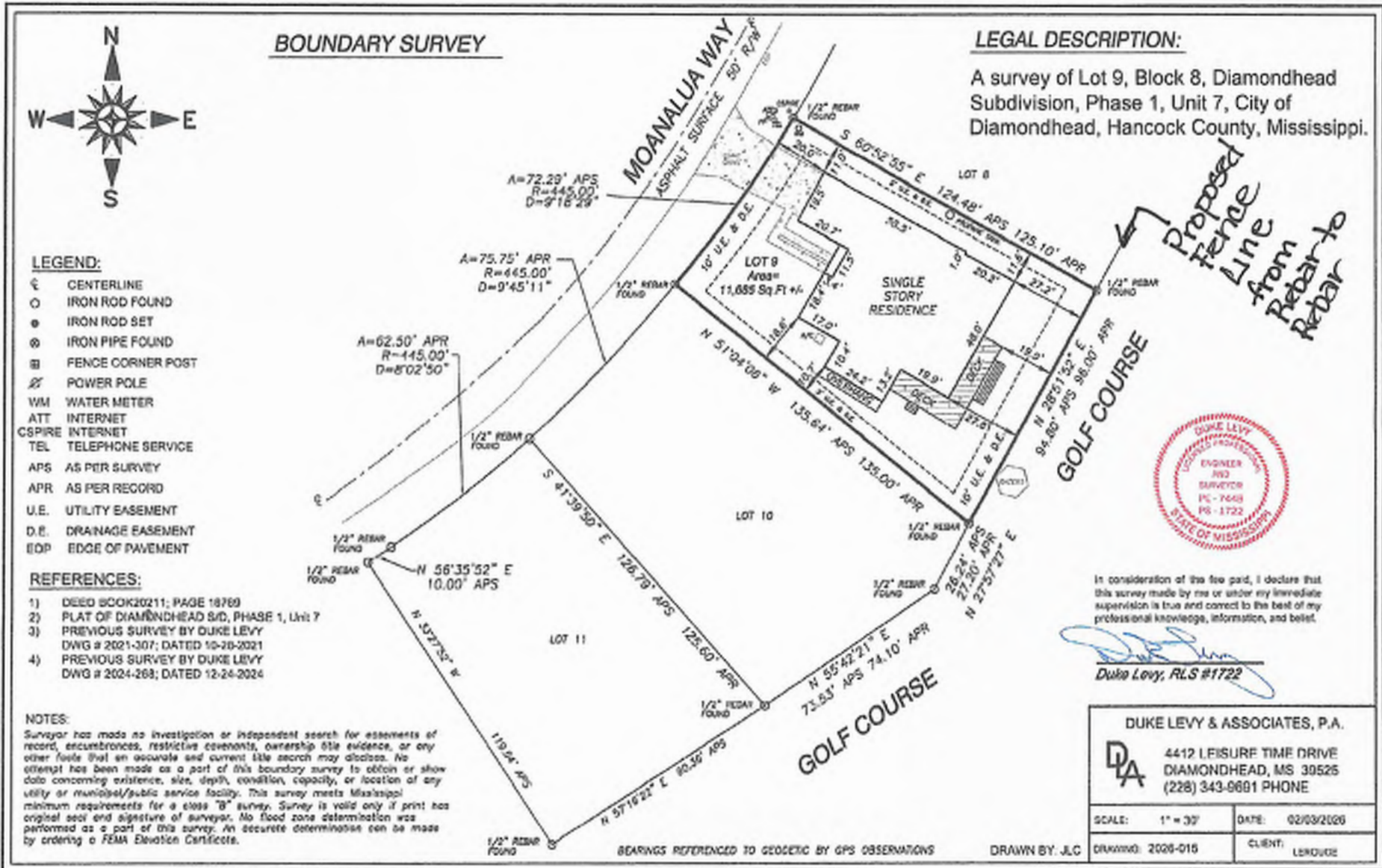
**3. Are the special conditions or circumstances not caused by the owner/applicant?**

The "special condition" caused by the owner/applicant is the fact that we have stairs coming off the back of the deck. However, even if the stairs were not there (and only the deck was), we would still be asking for the variance simply to have a back yard.

**4. Would the requested variance not give the owner/applicant any special privileges or rights not shared by owners of similar properties?**

The variance would not give the owner/applicant any special privileges or rights. Our hope is that, by following the proper guidelines, the City and the City's Planning and Zoning Commission will allow our request for a variance in this matter.

Left corner - 19+ Feet from OOB Marker  
 Right corner - 40 Feet from OOB Marker  
 Gazebo - Not on our Property



Maintain gazebo, lawn to drainage ditch



View of the yard and the golf course from the deck.  
The yellow tape indicates the property line.



Looking at the left property line marker. OOB marker is located by the oak tree.



Clearer view of distance between property line and OOB marker. The distance between the property line and marker is in excess of 19 feet.



View of right property line. The distance between the OOB marker and the property line is a distance of approximately 40 feet.



View of yard looking from left to right. Having to set a fence line back 10 feet from the property line would result in a fence being roughly 5 feet from the steps.



Another view of the yard from the right showing both OOB markers in comparison to the property line.

Development Coordinator, Beau King read the staff's recommendation which was to approve the Variance as presented. He also stated he received one letter from the POA objecting to the Variance.

Motion was made by Commissioner White, second by Commissioner Peter to accept the recommendation and approve to the City Council.

**Motion Passed Unanimously**

- 4. Randolph Uren and Jeanne Uren have filed an application requesting a variance from the Zoning Ordinance Article 4.11.7b) to allow a short-term rental within 1,000 linear feet of another short-term rental. The property address is 5584 Diamondhead Drive East. The tax parcel number is 131D-2-13-161.000. The property is in a R-10 zoning district. The property is 875 linear feet from another short-term rental. The variance requested is 125 linear feet. The Case File Number is 202600133.

City Attorney, Derek Cusick spoke to Commissioners about this variance , and explain how this case will be handled.

Amber Rouse , representing Randolph and Jeanne Uren spoke to Commissioners.

Commissioner Parrish asked for Public Comments.

Betty Monroe, Katherine Buck spoke about their concerns on security, and maintenance of the house

Development Coordinator, Beau King read the Staff's report recommending to deny the variance for reasons in Ordinance. He also stated that he received 2 letters asking to deny the variance

Motion was made by Commissioner Lawson. second by Commissioner White to accept the recommendation of the staff and deny the variance

**Motion Passed Unanimously**

The Urens have the right to appeal to the City Council

Motion passed 5-0

- 5. BBA, LLC, represented by Kevin Ashy, has filed an application requesting a re-plat of Diamondhead, Phase 2, Unit 1 Block 11, Lots 48-52. The properties are located on the west side of the intersection of Kaumakapili Street and Kalaepohuku Drive.

Development Coordinator, Beau King presented the request to the Commissioners.

Kevin Ashy was not present at the meeting.

Commissioner Parrish asked for Public Comments. None

Development Coordinator, Beau King , read the staff's report recommending to approve the re-plat.



STAFF REPORT – LOTS 48-52 BBA LLC REPLAT

TO: Planning & Zoning Commission

FROM: Beau King, Building Official

DATE: March 19, 2026

SUBJECT: Replat request before the Planning & Zoning Commission – Lots 48-52 BBA LLC

NATURE OF REQUEST: BBA, LLC, represented by Kevin Ashy, has filed an application requesting a replat of Diamondhead, Phase 2, Unit 1 Block 11, Lots 48-52. The properties are located on the west side of the intersection of Kaumakapili Street and Kalaepohuku Drive.

DATE OF PUBLIC HEARING: March 24, 2026, at 6:00 PM.

RECOMMENDATION: To **approve** the replat as petitioned. The applicant as met all applicable requirements.

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

BBA, LLC, represented by Kevin Ashy, has filed an application requesting a re-plat of Diamondhead, Phase 2, Unit 1 Block 11, Lots 48-52. The properties are located on the west side of the intersection of Kaumakapili Street and Kalaepohuku Drive.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, March 24, 2026, 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 Beau King, Building Official, at [bking@diamondhead.ms.gov](mailto:bking@diamondhead.ms.gov) or 228-222-4023.

# The Sea Coast Echo

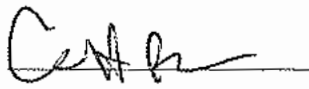
POST OFFICE BOX 2009  
BAY SAINT LOUIS, MS 39521-2009

## PROOF OF PUBLICATION

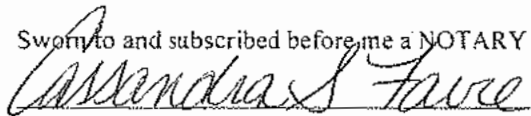
STATE OF MISSISSIPPI  
HANCOCK COUNTY

PERSONALLY appeared before me the undersigned authority in and for said County and State. GEOFF BELCHER, Publisher of THE SEA COAST ECHO, a newspaper published in the City of Bay Saint Louis, said County, who being duly sworn, deposes and says the publication of this notice hereunto annexed has been made in the said publication 1 week(s) to-wit:

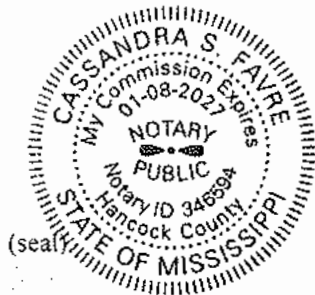
On the 5 day of March 2026  
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026  
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026  
On the \_\_\_\_\_ day of \_\_\_\_\_ 2026

  
Publisher

Sworn to and subscribed before me a NOTARY PUBLIC



This 5 day of March 2026



NOTICE OF PUBLIC HEARING  
PLANNING AND ZONING COMMISSION  
DIAMONDHEAD, MS  
BBA, LLC, represented by Kevin Ashy, has filed an application requesting a re-plat of Diamondhead, Phase 2, Unit 1 Block 11, Lots 48-52. The properties are located on the west side of the intersection of Kaumakapili Street and Kalaepohuku Drive. The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on Tuesday, March 24, 2026, 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 Beau King, Building Official, at [bking@diamondhead.ms.gov](mailto:bking@diamondhead.ms.gov) or 228-222-4023. PUBLISH DATES: 3/5/26



DIAMONDHEAD PROP INC	4405 E ALOHA DR	DIAMONDHEAD, MS 39525
✓ PURCELL CO INC	7150 GOODWOOD AVE	BATON ROUGE, LA 70806
✓ LOPIPARO KATHLEEN C ETAL	56100 DIAMONDHEAD DR E	DIAMONDHEAD, MS 39525
✓ BUSBY HENRY ETAL	9314 MAUNALANI PL	DIAMONDHEAD, MS 39525
✓ MURPHY PATRICK J ETAL	19620 SOUTHERN HILLS AVE	BATON ROUGE, LA 70809
✓ BBA LLC	239 MEADOW VIEW CT	THIBODAUX, LA 70301
✓ BENOIT JARED ETAL	56404 FRANK PICHON ROAD	SLIDELL, LA 70458
✓ AFM INVESTMENTS LLC	4405 E. ALOHA	DIAMONDHEAD, MS 39525
✓ DIAMONDHEAD CORP	1333 KAUMAKAPILI ST	DIAMONDHEAD, MS 39525
✓ PAPANIA JONATHAN ETAL	1111 MEDICAL CENTER BLVD	MARRERO, LA 70072
✓ TRUJILLO PROPERTIES, LLC	1515 S CARROLLTON AVE	NEW ORLEANS, LA 70118
✓ 1 DPD LLC	362 E AVENUE	CORONADO, CA 92118
✓ DEWITT TIMOTHY ETAL	68 FAIRWAY DR	NATCHEZ, MS 39120
✓ KAISER CLEMENTS J ETAL	1322 ENOS ST	DIAMONDHEAD, MS 39525
✓ WETHERINGTON DON L ETAL	1321 KALAEPOHUKU DR	DIAMONDHEAD, MS 39525
✓ BREWER CHRISTOPHER D	19 DEVIL'S ELBOW	DIAMONDHEAD, MS 39525
✓ GOODING MARTHA N	PO BOX 624	PURVIS, MS 39475
✓ HAGGART JERRY ETAL	1329 KAUMAKAPILI ST	DIAMONDHEAD, MS 39525
✓ TOLAR JASON ALLEN ETAL	758 PINEHURST CT	DIAMONDHEAD, MS 39525
✓ MARTIN GERALDINE A	5027 N OAKLEY RD	ARGENTA, IL 62501
✓ WILSON MICHAEL D	68 FAIRWAY DR	NATCHEZ, MS 39120
KAISER CLEMENTS J ETAL		

**Plat of Survey for BBA, LLC**  
**Resubdivision of Lots 48-52, Block 11, Diamondhead Ph2, Unit 1**  
**City of Diamondhead, Hancock Co., MS**

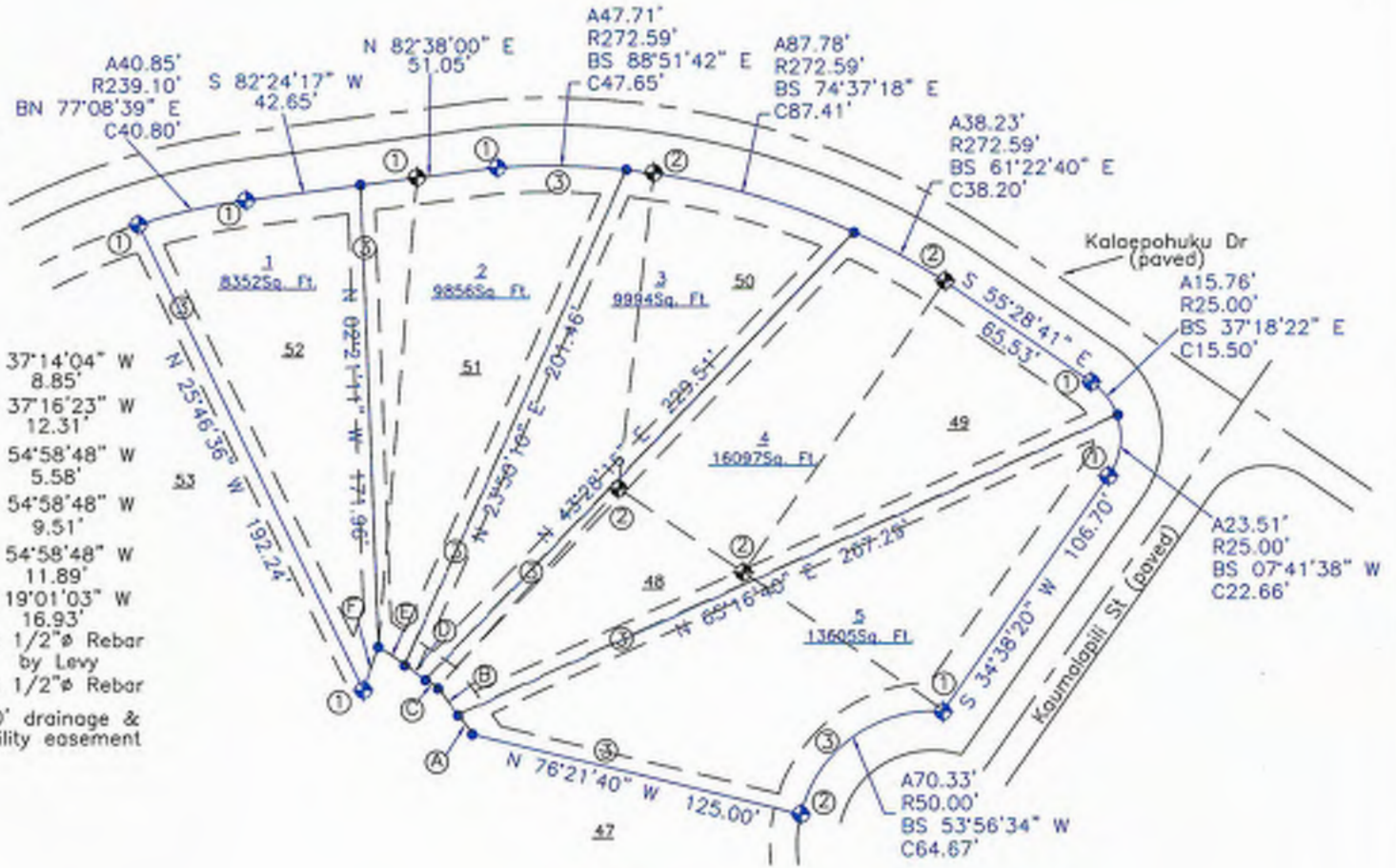
Scale 1"=30'  
 Date of survey: 2-18-26 by Voda  
 Bearings based on GPS, Grid North NAD 83  
 Class B Survey

**Reference Material**

- 1) Hancock Co. Tax Map
- 2) Aerial Photograph
- 3) Official Plat of Diamondhead Ph2, Unit 1
- 4) Plat of Survey by Duke Levy for Kevin Ashy dated 3-20-23 WO# 2023-039

- Ø = Diameter
- = set 1/2" diameter rebar with a plastic cap bearing the name & license number of surveyor
- N/F = Now or formerly owned by
- Fd = Found
- POC = Point of Commencement
- POB = Point of Beginning
- (S) = Measurement as determined by survey
- (R) = Measurement according to Record
- - - = Powerline
- - - = Fenceline
- N = Land hook - same owner on both sides
- - - = Line graphically shortened to fit (not to scale)

- (A) N 37°14'04" W 8.85'
- (B) N 37°16'23" W 12.31'
- (C) N 54°58'48" W 5.58'
- (D) N 54°58'48" W 9.51'
- (E) N 54°58'48" W 11.89'
- (F) S 19°01'03" W 16.93'
- ① Fd 1/2" Ø Rebar by Levy
- ② Fd 1/2" Ø Rebar
- ③ 10' drainage & utility easement



Shawn E. O'Steen, PLS 2851 (601) 530-3338  
 14966 Rowan Oak St, Gulfport, MS 39503

Proj.No. 260105  
 Sheet 1 of 2

**Final Plat for**  
**Resubdivision of Lots 48-52, Block 11, Diamondhead Ph2, Unit 1**  
**City of Diamondhead, Hancock Co., MS**

**Overall Description:**

Consisting of Lots 48, 49, 50, 51, and 52, Block 11, Diamondhead Subdivision  
 Phase 2, Unit 1, City of Diamondhead, Hancock County, Mississippi.

**OWNER'S CERTIFICATE DEDICATION**

THIS IS TO CERTIFY THAT BSA, LLC IS THE OWNER OF RECORD OF THE  
 LAND SHOWN ON REPLAT OF LOTS 48-52, BLOCK 11, DIAMONDHEAD SUBDIVISION,  
 PHASE 2, UNIT 1, AND THAT SAID OWNER HEREBY DEDICATES ALL EASEMENTS  
 UNTO THE CITY OF DIAMONDHEAD AS THEIR INTEREST MAY APPEAR FOR PUBLIC  
 UTILITY AND DRAINAGE PURPOSES. THE OWNER ALSO DEDICATES ALL  
 EASEMENTS UNTO THE DIAMONDHEAD WATER AND SEWER DISTRICT FOR PUBLIC  
 UTILITIES.

WITNESS MY SIGNATURE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026  
 BSA, LLC

BY: \_\_\_\_\_  
 KEVIN ASHY, MANAGING PARTNER

**ACKNOWLEDGEMENT**

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND  
 FOR THE SAID COUNTY AND STATE ON THIS THE \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 2026.

WITHIN MY JURISDICTION, THE WITHIN NAMED KEVIN ASHY HAS ACKNOWLEDGED  
 THAT HE IS THE MANAGING PARTNER OF BSA, LLC.

\_\_\_\_\_  
 NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

**DEDICATION - WATER AND SEWER IMPROVEMENTS**

THIS IS TO CERTIFY THAT BSA, LLC, KEVIN ASHY MANAGING PARTNER,  
 DEDICATES ALL WATER AND SEWER IMPROVEMENTS TO THE DIAMONDHEAD  
 WATER AND SEWER DISTRICT.

BBA, LLC

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 KEVIN ASHY, MANAGING PARTNER

**ACKNOWLEDGEMENT**

STATE OF MISSISSIPPI

COUNTY OF HANCOCK

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY AND FOR  
 THE SAID JURISDICTION, KEVIN ASHY, WHO ACKNOWLEDGED THAT HE SIGNED,  
 DEALD, AND DELIVERED THE FOREGOING DEDICATION INSTRUMENTS ON THE  
 DAY AND YEAR THEREIN MENTIONED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
 2026.

\_\_\_\_\_  
 MY COMMISSION EXPIRES \_\_\_\_\_  
 NOTARY PUBLIC

Shawn E. O'Steen, PLS 2851 (601) 530-3338  
 14966 Rowan Oak St, Gulfport, MS 39503

**CERTIFICATE OF FINAL RESUBDIVISION PLAT APPROVAL**

ALL REQUIREMENTS OF THE CITY OF DIAMONDHEAD SUBDIVISION RULES AND  
 REGULATIONS RELATIVE TO THE PREPARATION AND SUBMISSION OF A FINAL  
 SUBDIVISION PLAT HAVING BEEN FULFILLED, APPROVAL OF THE PLAT IS HEREBY  
 GRANTED SUBJECT TO FURTHER PROVISIONS OF THE SAID RULES AND  
 REGULATION.

BUILDING OFFICIAL

BY: \_\_\_\_\_ DATE OF EXECUTION \_\_\_\_\_

CITY OF DIAMONDHEAD

BY: \_\_\_\_\_ DATE OF EXECUTION \_\_\_\_\_  
 MAYOR ANNA LIESE

**CERTIFICATE OF APPROVAL AND ACCEPTANCE**

THIS FINAL SUBDIVISION PLAT HAS BEEN SUBMITTED TO AND APPROVED BY THE  
 MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, BY ORDER DULY  
 ADOPTED ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026, AND  
 ENTERED IN THE OFFICIAL MINUTES OF THE CITY OF DIAMONDHEAD IN THE  
 MINUTE BOOK \_\_\_\_\_ ON PAGE(S) \_\_\_\_\_  
 CITY OF DIAMONDHEAD

BY: \_\_\_\_\_  
 CITY CLERK



**VICINITY MAP (NOT TO SCALE)**

**SURVEYOR'S CERTIFICATE**

I, SHAWN E. O'STEEN, MISSISSIPPI LICENSED PROFESSIONAL SURVEYOR  
 NO. 2851, DO HEREBY CERTIFY THAT THE FOREGOING PLAT AND  
 DESCRIPTIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE  
 AND BELIEF, AND THAT ALL MONUMENTS SHOWN ON THIS SURVEY  
 ACTUALLY EXIST AS LOCATED, AND ALL DATA IS CORRECT. I ALSO CERTIFY  
 THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN  
 ACCORDANCE WITH THE CURRENT STANDARDS OF PRACTICE FOR  
 SURVEYING IN THE STATE OF MISSISSIPPI  
 WITNESS MY SIGNATURE AND SEAL, THIS 13 DAY OF March, 2026

SHAWN E. O'STEEN, MS PLS 2851

**CERTIFICATE OF COMPARISON**

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE HAVE COMPARED  
 THIS DUPLICATE PLAT OF SUBDIVISION WITH THE ORIGINAL PLAT THEREOF  
 AND FIND IT TO BE AN EXACT COPY THEREOF.  
 CITY OF DIAMONDHEAD

\_\_\_\_\_  
 CITY CLERK SHAWN E. O'STEEN, MS PLS 2851

**RECORDING CERTIFICATE**

FILED AND RECORDED IN DUPLICATE ON THIS \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 2026, IN THE RECORD PLATS OF HANCOCK COUNTY,  
 MISSISSIPPI IN PLAT BOOK \_\_\_\_\_ SLIDE \_\_\_\_\_

\_\_\_\_\_  
 BY JOSEPHINE LADNER, CHANCERY CLERK DEPUTY CLERK

**Plat of Survey for BBA, LLC**  
**Resubdivision of Lots 48-52, Block 11, Diamondhead Ph2, Unit 1**  
**City of Diamondhead, Hancock Co., MS**

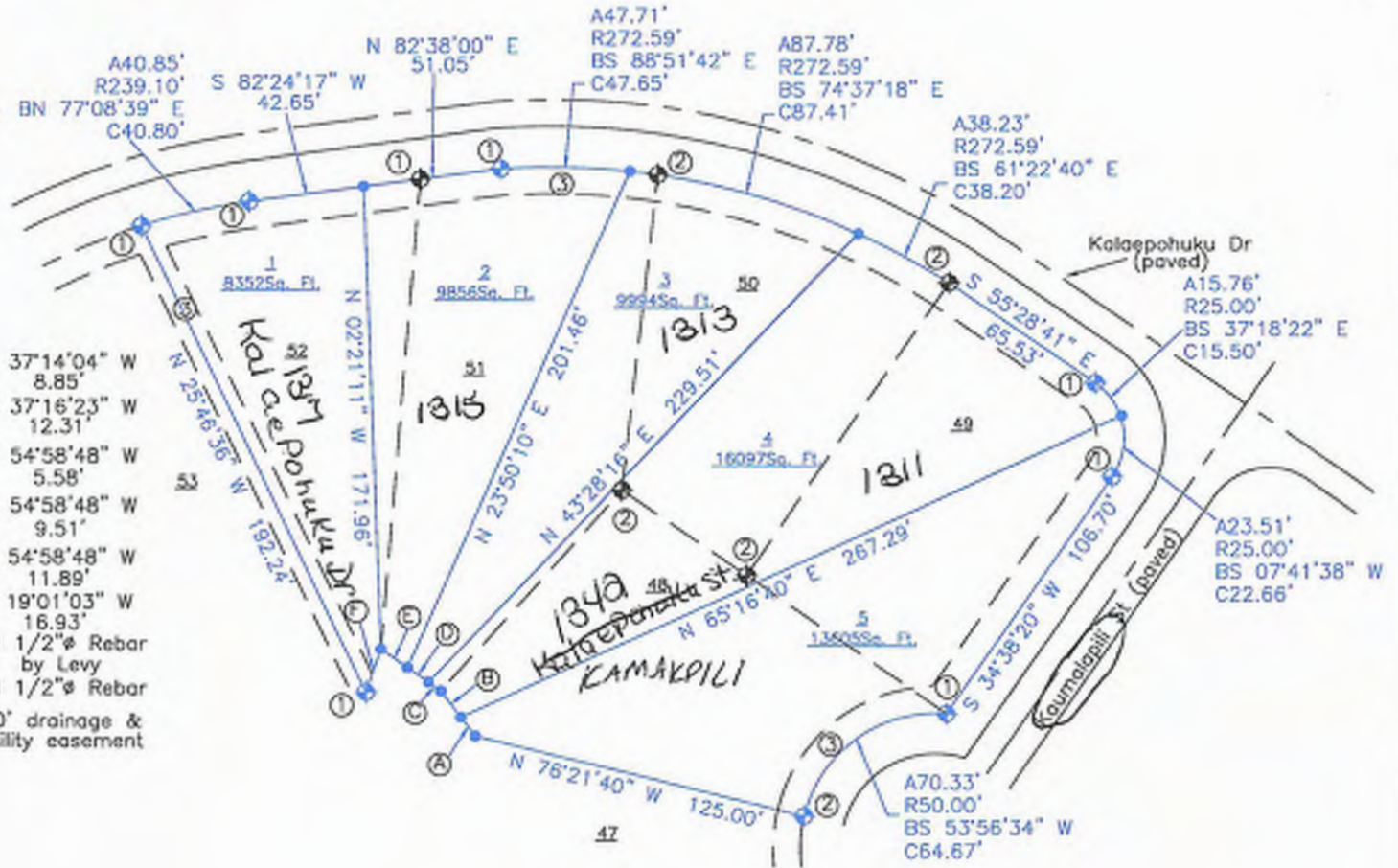
Scale 1"=30'  
 Date of survey: 2-18-26 by Voda  
 Bearings based on GPS, Grid North NAD 83  
 Class B Survey

Reference Material

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- 2) Aerial Photograph
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Shawn E. O'Steen, PLS 2851 (601) 530-3338  
 14966 Rowan Oak St, Gulfport, MS 39503

Proj.No. 260105  
 Sheet 1 of 1



(<https://www.sos.la.gov/Pages/default.aspx>)

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[Print Detailed Record](#)

Name	Type	City	Status
BBA, LLC	Limited Liability Company	BATON ROUGE	Active

#### Previous Names

**Business:** BBA, LLC  
**Charter Number:** 45145523K  
**Registration Date:** 11/3/2022

#### Domicile Address

3003 OLD FORGE DR. STE A  
BATON ROUGE, LA 70808

#### Mailing Address

P.O. BOX 14649  
BATON ROUGE, LA 70898

#### Status

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 11/3/2022  
**Last Report Filed:** 1/20/2026  
**Type:** Limited Liability Company

#### Registered Agent(s)

**Agent:** BRYAN BUSH  
**Address 1:** 3003 OLD FORGE DR STE A  
**Address 2:** OFC  
**City, State, Zip:** BATON ROUGE, LA 70808  
**Appointment Date:** 11/3/2022

#### Officer(s)

Additional Officers: No

**Officer:** KEVIN ASHY  
**Title:** Member  
**Address 1:** 19620 SOUTHERN HILLS AVE  
**Address 2:** OFC  
**City, State, Zip:** BATON ROUGE, LA 70808

## Beau King

---

**From:** Beau King  
**Sent:** Monday, February 23, 2026 11:58 AM  
**To:** ron.k.stelly@gmail.com  
**Subject:** Kevin Ashy Resubdivision  
**Attachments:** Appendix B - Subdivision Regulation 10.23.23.pdf

Ronnie,

For replats over 1 acre, a replat fee of \$250 is required. You can drop off payment or pay over the phone. Also, side lot line drainage and utility easements will be need on the new side lot lines. Have your surveyor note or show this on the plan.

There will also need to be a recording page for signatures when the plat is recorded. In the attached document, pages 10-12 show what is needed.

Let me know if you have any questions.

Beau King, CBO  
Building Official  
City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 39525  
Office: 228-222-4626 Ext. 1807  
Direct: 228-222-4023



City of Diamondhead, MS  
**Request for Council Action**

TO: Honorable Mayor and Members of Council  
FROM: Ward 4 Councilmember Clark

Ordinance  Resolution  Agreement  Info Only  Work Session  Other

AGENDA LOCATION:  Consent Agenda  Regular Agenda

AGENDA DATE REQUESTED

<b>ORDINANCE/RESOLUTION CAPTIONS or ISSUE:</b>
Motion to require the City Manager to erect a minimum of 2 signs or 1 double-sided sign in work zones and surrounding areas at the time notice to proceed has been issued and to also issue such notices via social media and e-blast, as appropriate, in order to provide proper notice to the public. (Clark)
<b>SUMMARY BACKGROUND:</b>
.
<b>IMPACT IF DENIED:</b>
<b>IMPACT IF APPROVED:</b> .
<b>FINANCIAL IMPACT:</b>

**REQUIRED SIGNATURES**

REQUESTED BY:	<input type="text"/>
City Manager:	<input type="text"/>
City Attorney:	<input type="text"/>

COUNCIL ACTION:  
 Approved  Denied  Tabled/Deferred  Info Only      Completed:

Agenda Item # 2026-074

City of Diamondhead, MS  
Request for Council Action

TO: Honorable Mayor and Members of Council  
FROM: Ward 1 Councilmember Finley


Ordinance  Resolution  Agreement  Info Only  Work Session  Other

AGENDA LOCATION:  Consent Agenda  Regular Agenda

AGENDA DATE REQUESTED

<b><u>ORDINANCE/RESOLUTION CAPTIONS or ISSUE:</u></b> Motion to consider donation of properties by Anne and Ken Reaver. (Finley)
<b><u>SUMMARY BACKGROUND:</u></b>
<b><u>IMPACT IF DENIED:</u></b>
<b><u>IMPACT IF APPROVED:</u></b>
<b><u>FINANCIAL IMPACT:</u></b>

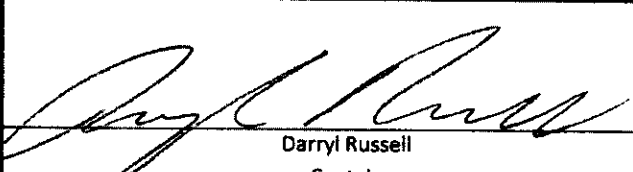
REQUIRED SIGNATURES

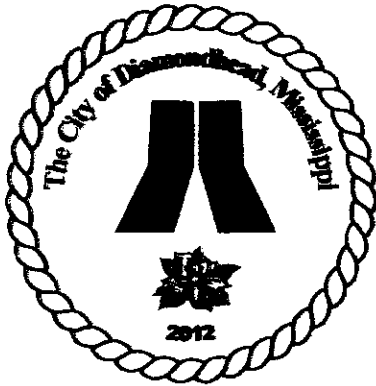
REQUESTED BY:	
City Manager:	
City Attorney:	

COUNCIL ACTION:

Approved  Denied  Tabled/Deferred  Info Only Completed:

Diamondhead Monthly Statistics  
February-26

Animal Problem / Complaints	9	Civil Disputes / Escorts / Process	18
Drug Law Violation	0	Complaint / See An Officer	10
Fire Structure / Vehicle	1	Death	3
Fireworks	0	Disturbance	9
Funeral Escort	0	False Alarms- Residential/ Business/ 911	14
Littering/Dumping/Haz-Mat Spill	3	Follow ups/ citizen call requests	452
Medical Emergency	8	Juvenile Problem	3
Missing/Runaway	1	Lost/Found Item	0
Parking Violation	0	Miscellaneous	16
Prostitution	0	<b>TOTAL MISCELLANEOUS CALLS</b>	<b>525</b>
Public Drunk	0	Accident – Private Property	2
Shots Fired	2	Accident – Public Roadway	8
Suicide	0	Accident - Hit & Run	0
Suicide / Threat / Attempt	2	Accident - Fatality	0
Suspicious / Person / Vehicle	19	<b>TOTAL ACCIDENTS/COLLISIONS</b>	<b>10</b>
Welfare Concern	22	Assist Motorist	14
<b>TOTAL PUBLIC HEALTH &amp; SAFETY</b>	<b>67</b>	Traffic Stop	195
Animal Bite	0	<b>TOTAL TRAFFIC CALLS</b>	<b>209</b>
Assault By Threat	1		
Assault	2	<b>Total Calls for Service</b>	<b>831</b>
Child Abuse / Neglect	0	<b>Traffic Citation (Adults)</b>	<b>104</b>
Domestic Violence	0	<b>Traffic Citation (Minors)</b>	<b>5</b>
Harrassment	4	Warrant Arrests	3
Harassing Phone Call	2	Drunk Driver (DUI) Arrests	0
Robbery – Armed	0	Traffic Arrests	0
Sexual Abuse / Molestation	0	Domestic Assault Arrests	2
Stalking	1	Other Arrests	0
<b>TOTAL CRIMES AGAINST PERSON</b>	<b>10</b>	<b>Total Arrests</b>	<b>5</b>
Attempted Burglary	0		
Burglary – Residence	0	<b>Significant Events</b>	
Burglary – Vehicle	0		
Counterfeit Money	0		
Damage – Property	2		
Embezzlement	0		
Forgery / Bad Check/Fraud	3		
Malicious Mischief	1		
Recovered Stolen Property	0		
Recovered Stolen Vehicle	0		
Shoplifting	0		
Stolen Vehicle	0		
Theft (Grand)	0		
Theft (Petit)	2		
Trespassing	2		
Unauthorized Use / Vehicle	0		
<b>TOTAL PROPERTY CRIME</b>	<b>10</b>		
		Darryl Russell	
		Captain	



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

Fax: (228) 222-4390

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

**To: DIAMONDHEAD CITY MANAGER**

**Stats for the MONTH of FEBRUARY 2026.**

Total number of violations written: 111 violations  
Violation of City Animal Ordinance: 0 violation  
Cruelty of Animals: 0  
DUI Arrests: 0  
Leash Law Violation: 0

Total fines and fees collected: \$14,037.00  
State portion of the fees collected: \$6,929.50  
Wireless Communication Fund: \$520.00  
Crime Stopper Fund: \$102.00  
The remaining balance the City of Diamondhead receives: \$6,485.50

Total Inmates held and billed for jail housing: 6 Inmates  
(Housing cost rate of \$20 per day per inmate)  
6 Inmates ---total of 10 days = \$200.00

City of Diamondhead Code Enforcement Monthly Report			
February 2026			
Code Violations	Total	Closed	Open
Abandoned Vehicles	1	1	0
Accessory Structure	0	0	0
ATV	0	0	0
Boat & Jet-Ski	4	3	1
Care of Premises	7	4	3
Fence	0	0	0
High Grass	0	0	0
Signs	2	2	0
RV & Campers	2	2	0
Trailers	13	11	2
Trees & Lot Clearing	2	2	0
21-19-11	0	0	0
Permits	3	3	0
Miscellaneous	7	5	2
Citations	2	0	2
Cumulative Totals	42	39	10

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project  
- All Contra Item No.a se

PROJECT TYPE: All

CONTRACTOR CLASS: All

CONTRACTORS: All

APPLIED DATES: 0/00/0000 THRU 99/99/9999

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 2/01/2026 THRU 2/28/2026

\*\*\* PROJECT TYPE RECAP \*\*\*

PROJECT TYPE	# OF PROJECTS	BALANCE
B01-SFR - SINGLE FAMILY RESIDENTI	5	920.00
B02-ADD - RESIDENTIAL ADDITION	2	0.00
B03-REM - RESIDENTIAL REMODEL	1	0.00
B04-ACC - RESIDENTIAL ACCESSORY	6	0.00
B05-REP - RESIDENTIAL REPAIR	30	0.00
B25-REP - COMMERCIAL REPAIR	1	0.00
ELEC-COM - COMMERCIAL ELECTRICAL	2	100.00
ELEC-RES - RESIDENTIAL ELECTRICAL	2	50.00
ELES-RES - RESIDENTIAL SERVICE CH	1	0.00
FENCE-RES - RESIDENTIAL FENCE	7	0.00
FLAT-RES - RESIDENTIAL FLATWORK	3	0.00
GAS-RES - RESIDENTIAL GAS	1	0.00
MECH-RES - RESIDENTIAL MECHANICAL	8	0.00
PLB-RES - RESIDENTIAL PLUMBING	1	0.00
PZ-06 - VARIANCE	3	0.00
SIGN - SIGN	1	0.00
TREE - TREE REMOVAL	1	0.00
*** TOTALS ***	75	1,070.00

Building Project (Permits)  
Feb. 2026  
Issued

LICENSES: ALL

SORTED BY: LICENSE NUMBER

EFFECTIVE DATES:

2/01/2026 TO 2/28/

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

EXPIRATION DATES:

0/00/00

CLASSES: All

COMMENT:

STATUS: ACTIVE

PAY STATUS:

CITY LIMITS: INSIDE, OUTSIDE

Item No.a.

REPORT CODE SUMMARY

CODE	DESCRIPTION	NUMBER	BALANCE
REAL-BROK	REAL ESTATE BROKER	1	0.00
TOTAL:		1	0.00

Privilege License  
Feb. 2026

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

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

ORIGINATION: 0/00/0000 THRU 99/99/99  
DUE: 0/00/0000 THRU 99/99/99  
RESOLUTION: 2/01/2026 THRU 2/28/26

STATUS	-----PRIORITY-----									TOTAL
	1	2	3	4	5	6	7	8	9	
ACTIVE										
CLOSED	256									256
VOIDED										
SUSPENDED										
TOTALS	256									256

-----SEQUENCES-----	
TASK CODE	COUNT
DOCUMENT	4
INSPECTION	214
REINSPECTION	38
TOTAL INCIDENTS	256

*Inspections  
Feb 2026*