



Mayor Depreo
Councilmember Maher At-Large
Councilmember Finley Ward 1
Councilmember Liese Ward 2
Councilmember Cumberland Ward 3
Councilmember Clark Ward 4

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

Tuesday, November 01, 2022

6:00 PM CST

Council Chambers, City Hall
and via teleconference, if necessary

Call to Order.

Invocation

Pledge of Allegiance

Roll Call

Confirm or Adjust Agenda Order

Presentation Agenda.

Council Comments.

- a. The next Regular Meeting of the City Council will be held November 15, 2022 at 6:00 p.m. in Council Chambers located at City Hall.
- b. The Diamondhead Festival and BBQ Competition will be held Saturday, November 5, 2022 from 11:00 a.m. to 7:00 p.m. at Harbor Circle.
- c. Hancock Resource Center- Angel Tree and Toys for Tots

City Manager's Report.

Public Comments on Agenda Items.

Policy Agenda.

Minutes:

1. Motion to approve October 18, 2022 Regular Meeting Minutes.
2. Motion to approve October 24, 2022 Special Called Meeting Minutes.

Ordinances:

Resolutions:

3. **2023-049:** Motion to adopt Resolution 2023-006 thereby authorizing the City Clerk to resubmit delinquent fines receivables (Exhibit A) to the Mississippi Municipal Intercept Company, LLC (MIC) for debt set-off through the Mississippi Department of Revenue and for other related purposes.

Consent Agenda:

4. **2023:037:** Motion to approve travel card cardholder agreement with the Mississippi Department of Finance and Administration Office of Purchasing, Travel and Fleet Management.
5. **2023-038:** Motion to approve Pay Application 6 in the amount of \$6,038.58 to Moran Hauling for East Aloha Drive Improvements Phase 1.

6. **2023-039:** Motion to approve payments to Machado Patano in the amount of \$6,250.00 for Twin Lakes Fishing Pier and Trail and \$562.50 for Hilo Way Drainage.
7. **2023-043:** Motion to approve payments to Pickering in the amount of \$1,225.00 for Kolo Court Ditch Improvements, in the amount of \$3,337.00 for Ahuli Drainage Improvements and in the amount of \$5,561.67 for Professional Services from August 28, 2022 to October 1, 2022.
8. **2023-044:** Motion to enter into a new commercial lease agreement for the Southside property with Purcell Co., Inc. for one (1) year and for additional one (1) year terms thereafter in the sum of One Dollar (\$1.00) per year.
9. **2023-045:** Motion to accept the Memorandum of Agreement with Pearl River Community College for the County Tuition Assistance Program and authorize City Manager, Jon McCraw to execute same.
10. **2023-046:** Motion to approve payments to Chiniche Engineering & Surveying in the amount of \$1,904.25 for Noma Drive Dredging and in the amount of \$2,897.00 for Canal Dredging Calculations.
11. **2022-051:** Motion to approve budget amendments 2022-052.

Action Agenda.

12. **2023-041:** Motion to approve participation in the Hancock County Resource Center's Christmas Toy Drive and using city outreach resources to announce City Hall as a designated drop-off location.
13. **2023-042:** Motion for discussion and/or possible action regarding drainage on Diamondhead Drive North, Amoka, Kaleki (Way, Ct.), and Ieke Drive.
14. **2023-047:** Motion for the 3rd Annual Dog Park Day to be held on Saturday, April 1, 2023, Harbor Circle on the south side of Diamondhead.
15. **2023-048:** Motion to accept agreement with Breakwater Marine regarding Lily Pond and Miller Pond dredging bid.
16. **2023-050:** Motion for Diamondhead Steering Committee to utilize the Chapel area (minus the Judge's Chambers) in City Hall for a pilot Diamondhead Senior Center on Monday, Tuesday, Wednesday and Thursday.
17. **2023-052:** Motion to concur with the Planning Commission recommendation for conditional approval of the Sketch Plat for Townhouses at Highpoint. The Sketch Plat is a 17 unit Single-family attached townhouse development. The total number of acres is approximately 2.8. The current zoning of lots is R-3 High Density Single Family with the parcel number being 067L-0-35- 089.000. The subject property is in PT SE1/4-NE1/4 35-7-14. The property is bordered on three sides by Highpoint Drive and homes along Golf Club on the southwest. The case file number is 202200264.
18. **2023-053:** Elliott Homes, LLC. represented by Josh Fleming has submitted a request for a variance from the Subdivision Regulations (Article 308.6) to allow the construction of a cul-de-sac 723 feet in length. The variance requested is 123 feet. The property address is the proposed Hahalua Lane at Diamondhead Lakes Drive in the Diamondhead Lakes subdivision. The tax parcel number is 067L-0- 35-012.000. The maximum length of a cul-de-sac is 600 feet. The variance requested is 123 square feet. The Case File Number is 202200448. At it's regularly schedule meeting on October 25,

2022, the Planning Commission did not make a recommendation as the motion to approve the variance as requested failed to pass with 3 voting yes and 4 abstaining.

- 19. 2023-054:** Motion to concur with the Planning Commission recommendation to grant a variance from the Zoning Ordinance (Article 4.5.5 G) to allow the construction of a 1,800 square foot residence on a lot designated 2,000 square foot minimum. The variance granted is 200 square feet. The property address is 6410 Huko Court. The tax parcel number is 131D-2-13-009.000. The property is in a R-1 zoning district. The minimum square footage for this lot is 2,000. The Case File Number is 202200450.
- 20. 2023-055:** Motion to authorize the Planning Commission to publish and hold a public hearing for the purpose of updating Section 308.3 of the Subdivision Regulations allowing the maximum length of a cul-de-sac to 750 feet in accordance with the 2018 edition of International Fire Code Section D103. The Planning Commission shall make a recommendation to the Council.

Routine Agenda.

Claims Payable

- 21.** Motion to approve the Docket of Claims DKT230153-DKT230185 in the amount of \$79,921.27.

Department Reports

Public Comments on Non-Agenda Items.

Executive Session - If Necessary

Adjourn/Recess.

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



| | | |
|--------------------------|----|-------------|
| Mayor Depreo | At | Item No. 1. |
| Councilmember Maher | | |
| Councilmember Finley | | Ward 1 |
| Councilmember Liese | | Ward 2 |
| Councilmember Cumberland | | Ward 3 |
| Councilmember Clark | | Ward 4 |

MINUTES
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, October 18, 2022
6:00 PM CST
Council Chambers, City Hall

Call to Order.

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

Invocation-Councilmember Maher

Pledge of Allegiance

Roll Call

PRESENT

Mayor Nancy Depreo

Councilmember-At-Large Gerard Maher

Ward 1 Shane Finley

Ward 2 Anna Liese

Ward 4 Charles Clark

ABSENT

Ward 3 John Cumberland

Confirm or Adjust Agenda Order

Motion made by Mayor Depreo, Seconded by Councilmember Clark to amend the agenda with the following additions and to approve as amended:

Consent Agenda add item 10a. Motion to allow the option for commercial businesses impacted by MDOT's Exit 16 Improvements to either replace signage per updated sign ordinance, relocate existing signage or replace signage with signage similar to existing.

Action Agenda table item 11. 2023-033: Motion for discussion of refusal by Breakwater Marine to perform contract; options for the City; and rebidding contract for Diamondhead Drive East Pond and Lilly Pond.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

Council Comments.

1. The next Regular Meeting of the City Council will be held November 1, 2022, at 6:00 p.m. in Council Chambers located at City Hall.
2. The Diamondhead Festival and BBQ Competition will be held Saturday, November 5, 2022, from 11:00 a.m. to 7:00 p.m. at Harbor Circle.

3. Diamondhead Police Department's National Night Out will be held October 20, 2022, at the East Recreational Center from 5:30 p.m. - 6:30 p.m. and at City Hall from 6:30 p.m. - 7:30 p.m.
4. Angie Kothman with Pearl River Community College discussed the Community Tuition Assistance Program.

City Manager's Report.

1. Makiki Drive – The change order on the agenda tonight will extend the contract end date to November 10th. The additional days are needed due to material shortage. The original end date for this contract was Sunday.
2. Pond Dredging – No new information to report at this time regarding this bid.
3. Hilo Way Drainage Project – The pre-construction meeting has been set for Monday 24th. A notice to proceed date will be set at that meeting. Letters have been mailed out to all residents that will be affected by this construction project.
4. Twin Lake Park / Dog Park – The engineering firm is completing the plans and will be advertising the project soon.
5. Phase 4 paving – The paving started on Oct 10th with a contract time of 90 calendar days. Currently the end date of the project is December 3rd. Currently 07 of the 22 streets have been paved.
6. Blessing of the Classics – The 10th annual Blessing was held October 5th. The event had a great turnout with over 300 classic cars participating.
7. CASA Red Beans and Rice Cookoff – The City will be hosting the annual fundraiser for CASA Hancock County on October 22nd at 4:00.
8. Diamondhead Arts & Craft – I provided you with the profit and loss statement. The city is reviewing the document and at a later time will ask you guys to make a decision on whether or not the city will continue to host the event.

Public Comments on Agenda Items-None

Policy Agenda.

Minutes:

1. Motion to approve October 4, 2022, Regular Meeting Minutes.

Motion made by Ward 4 Clark, Seconded by Councilmember-At-Large Maher to approve October 4, 2022 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

2. **2023-034:** Motion to adopt Resolution 2023-005 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 16 and 17, Diamondhead Phase 2, Unit 5, Block 6. The Physical address is 68195 Diamondhead Drive East. Parcel number 131B-0-01-164.000. (Ginn)

Motion made by Ward 4 Clark, Seconded by Mayor Depreo to adopt Resolution 2023-005 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 16 and 17, Diamondhead Phase 2, Unit 5, Block 6. The Physical address is 68195 Diamondhead Drive East. Parcel number 131B-0-01-164.000. (Ginn)

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

Motion made by Ward 1 Finley, Seconded by Ward 2 Liese to approve the following agenda items by consent:

3. **2023-026:** Motion to approve Change Order No. 1 for twenty-five (25) additional days to the contract with J and A Excavation Inc. for the Makiki Drive Drainage with no change to contract price.
4. **2023-027:** Motion to authorize payroll expenses for the Employee Incentive Plan for FY23 in the amount of \$250 each for eligible employees for the second payroll periods in November 2022 and May 2023 to be determined by the City Manager.
5. **2023-028:** Motion to approve payments to Digital Engineering in the amount of \$72.50 for Developer Plan and Spec Reviews, in the amount of \$750.00 for Roadway Improvements Phase 4 and in the amount of \$198.75 for the Beaux Vue Phase 2 Drainage Improvements.
6. **2023-029:** Motion to approve payment in the amount of \$12,000 to Covington Civil & Environmental, LLC for Site Development Plan Review and \$4061.25 for Commercial District Transformation Services.
7. **2023-030:** Motion to approve payment to Compton Engineering in the amount of \$725.00 for Anahola & Hana Place Drainage Basin.
8. **2023-031:** Motion to approve Work Assignment under the Master Service Agreement with Covington Civil and Environmental, LLC in the amount not to exceed \$29,500.00 for Site Development Plan Review as needed.
9. **2023-032:** Motion to approve Pay Application 3 in the amount of \$9,229.97 to J&A Excavation for Makiki Drive Drainage.
10. **2023-036:** Motion to approve allocation to Pearl River Community College Tuition Assistant Program in the amount of \$5000.00 that is included in the FY23 budget.
- 10a. Motion to allow the option for commercial businesses impacted by MDOT's Exit 16 Improvements to either replace signage per updated sign ordinance, relocate existing signage or replace signage with signage similar to existing.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

- 12. 2023-035:** Motion to approve the resubdivision of Diamondhead Phase 2, Unit 5, Block 6, Lots 16, 17, 20 and 21. The property owner is William H. Ginn. The property addresses are 6868 Awini Court and 68195 Diamondhead Drive East. The Tax Parcel numbers are 131B-0-01-168.000 and 131B-0-01-164.000.

Motion made by Ward 4 Clark, Seconded by Ward 2 Liese to approve the resubdivision of Diamondhead Phase 2, Unit 5, Block 6, Lots 16, 17, 20 and 21. The property owner is William H. Ginn. The property addresses are 6868 Awini Court and 68195 Diamondhead Drive East. The Tax Parcel numbers are 131B-0-01-168.000 and 131B-0-01-164.000.

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.**Claims Payable**

- 13.** Motion to approve Payroll Payable DKT230071-DKT230096 in the amount of \$48,949.73. PRCLAIM000138 in the amount of \$30,136.31, PRCLAIM000139 in the amount of \$2,531.97, PRCLAIM000140 in the amount of \$27,361.79.

Motion made by Ward 2 Liese, Seconded by Ward 1 Finley to approve Payroll Payable DKT230071-DKT230096 in the amount of \$48,949.73. PRCLAIM000138 in the amount of \$30,136.31, PRCLAIM000139 in the amount of \$2,531.97, PRCLAIM000140 in the amount of \$27,361.79.

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

MOTION CARRIED UNANIMOUSLY

- 14.** Motion to approve the Docket of Claims DKT230097 - DKT230152 in the amount of \$342,333.02.

Motion made by Ward 4 Clark, Seconded by Councilmember-At-Large Maher to approve the Docket of Claims DKT230097 - DKT230152 in the amount of \$342,333.02.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

- a. Motion made by Ward 1 Finley, Seconded by Ward 2 Liese to approve the following Department Reports for September 2022:

Financials
Code Enforcement
Building Department
Privilege License
Police Department
Court Department (August/September)

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items - None

Adjourn/Recess.

At 6:33 p.m. with no further business to come before the Council, motion made by Ward 1 Finley, Seconded by Ward 4 Clark to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Nancy Depreo
Mayor

Jeannie Klein
City Clerk



| | | |
|--------------------------|----|------------|
| Mayor Depreo | At | Item No.2. |
| Councilmember Maher | | |
| Councilmember Finley | | Ward 1 |
| Councilmember Liese | | Ward 2 |
| Councilmember Cumberland | | Ward 3 |
| Councilmember Clark | | Ward 4 |

MINUTES
SPECIAL CALLED MEETING OF THE CITY COUNCIL
Monday, October 24, 2022
8:00 AM CST
Council Chambers, City Hall

Call to Order.

Mayor Depreo called the meeting to order at 8:00 a.m.

Roll Call

PRESENT

Mayor Nancy Depreo
Councilmember-At-Large Gerard Maher
Ward 1 Shane Finley - via teleconference
Ward 2 Anna Liese
Ward 3 John Cumberland
Ward 4 Charles Clark – via teleconference

Confirm or Adjust Agenda Order

Motion made by Ward 3 Cumberland, Seconded by Ward 2 Liese to confirm the agenda.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

- 1. 2023-040:** Motion for discussion and possible action regarding agenda Item 10 a. as approved at the October 18, 2022 City Council Meeting.

Motion made by Ward 2 Liese, Seconded by Ward 3 Cumberland for discussion possible action regarding agenda item 10 a. as approved at the October 18, 2022, City Council Meeting.

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

MOTION CARRIED UNANIMOUSLY

Motion made by Ward 2 Liese, Seconded by Councilmember-At-Large Maher to rescind agenda item 10 a. as approved the October 18, 2022, City Council Meeting and to refer the matter to the Planning and Zoning Commission for a public hearing and recommendation.

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

Voting Nay: Mayor Depreo

Motion Carried

Adjourn/Recess.

At 8:15 a.m. with no further business to come before the Council, motion made by Ward 3 Cumberland, Seconded by Councilmember-At-Large Maher to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Nancy Depreo
Mayor

Jeannie Klein
City Clerk

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, AUTHORIZING THE CITY CLERK TO SUBMIT DELINQUENT DEBT OWED TO THE CITY OF DIAMONDHEAD TO THE MUNICIPAL INTERCEPT COMPANY, LLC (“MIC”) TO COLLECT SAID DEBT THROUGH SETOFF WITH THE MISSISSIPPI DEPARTMENT OF REVENUE (DOR) AS LOCAL GOVERNMENT DEBT COLLECTION SETOFF ACT.

WHEREAS, the Local Government Debt Collection Setoff Act, House Bill No. 991, 2019 Regular Session Mississippi Legislature (the “Act”), authorizes Municipal Intercept Company, LLC, (“MIC”) to submit debts to the Mississippi Department of Revenue on behalf of municipalities for interception by setting off against any debtor’s refund, as defined in Section 3 of the Act, the sum of any debt owed to the City of Diamondhead, MS; and

WHEREAS, the Mayor and City Council of the City of Diamondhead, Mississippi (the “City”), entered into the Agreement to Collect Municipal Debt between MIC and the City (the “Agreement”) on October 15, 2019; and

WHEREAS, the City pursuant to MS Code §27-7-811 has provided notice to debtors regarding debt owed to the City of Diamondhead; and

WHEREAS, the debtors’ failure to respond has resulted in uncollectable debt owed to the City of Diamondhead.

WHEREAS, the Mississippi Municipal Intercept Company, LLC had suspended debt interception activities, is now resuming program operations and requiring all debt having previously been submitted be verified and resubmitted for collection;

WHEREAS, the City of Diamondhead shall not be required to provide supplemental notice to debtor’s having been previously notified of indebtedness and may resubmit said delinquent accounts to the Municipal Intercept Company, LLC (MIC).

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

1. The Mayor and City Council hereby ratify existing agreement entered into with Mississippi Municipal Intercept Company, LLC in October 2019.
2. That the Mayor and City Council hereby authorize the City Clerk to submit the listing of debtors attached hereto as **Exhibit A** to the Mississippi Intercept Company, LLC(MIC) for

debt offset through the Mississippi Department of Revenue for collection of debt pursuant to Mississippi Code §27-7-801 through §27-7-823.

Following the reading of the foregoing resolution, Councilmember _____ made the motion for its adoption. Councilmember _____ seconded the motion for its adoption. The Mayor put the question to a vote, and the members voted unanimously to adopt the Resolution.

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING RESOLUTION WAS ADOPTED IN THE AFFIRMATIVE BY THE FOLLOWING VOTE OF COUNCIL OF THE CITY OF DIAMONDHEAD ON THE ____ DAY OF _____, 2022.

| | Aye | Nay | Abstain |
|--------------------------|-------|-------|---------|
| Mayor Depreo | _____ | _____ | _____ |
| Councilmember Finley | _____ | _____ | _____ |
| Councilmember Liese | _____ | _____ | _____ |
| Councilmember Cumberland | _____ | _____ | _____ |
| Councilmember Clark | _____ | _____ | _____ |
| Councilmember Maher | _____ | _____ | _____ |

ATTEST: _____

CITY CLERK

APPROVED: _____

MAYOR NANCY DEPREO

| Debtor's Last Name | Debtor's First Name | Business Name | Amount |
|--------------------|---------------------|---------------|----------|
| ALDERMAN | JONATHAN BRETT | | 201.25 |
| ALVARADO | JADE MARIE | | 376.25 |
| ARCHER | RICHARD IAN | | 278.75 |
| ARMSTRONG | TIMOTHY BLAKE | | 573.00 |
| ARNOLD | AMANDA MARIE | | 1,180.00 |
| ATKINSON | STEPHEN PATRICK | | 258.75 |
| AVARD | JARRED ARTHUR | | 503.75 |
| BENTRUM | SHERMAN LYTELLE | | 401.00 |
| BONNEY | ASHLEY RENEE | | 427.50 |
| BRELAND | WILLIAM CODY | | 810.00 |
| CALLAHAN | QUARTEZ DEMONE | | 2,580.00 |
| CAMBRE | STACEY ANNE | | 167.00 |
| CAMPBELL | DANIEL TERRELL | | 278.75 |
| CARDWELL | JOHNNY W | | 964.50 |
| CARDWELL | KENNETH W | | 606.00 |
| CLARK | SEAN EDWARD | | 1,513.50 |
| CROCKER | JAMES WILLIAM | | 201.25 |
| CURTIS | EDWIN RENEE | | 258.75 |
| DANIELS | SHAQUILLE ONEAL | | 173.00 |
| DAVIS | EUGENE J | | 1,384.50 |
| DESSELLE | TROY ANTHONY | | 2,497.00 |
| DIXON | DIEDRA DESHAY | | 545.00 |
| FARRELL | CHRISTINA JOSEF | | 1,286.25 |
| FILSON | KATHLEEN CONSTANCE | | 273.00 |
| FOUNTAIN | CHRISTOPHER ANDREW | | 207.00 |
| FRANKS III | OLLIE WOODROW | | 1,007.50 |
| GIDDENS | NICOLE MARIE | | 720.00 |
| GILCREASE | PAUL WILLIAM | | 328.00 |
| GIVENS | REUBEN HARRIS | | 258.75 |
| GRAHAM | DUSTIN TINCE | | 188.75 |
| HAMLET | KATHERINE DIANE | | 861.25 |
| HARRIS | TEARRAH NYREE | | 308.75 |
| HART | ERICA MARIE | | 215.74 |
| HAYES | BRIAN ALLEN | | 2,287.00 |
| HESTER, JR | MICHAEL DOUGLAS | | 571.25 |
| HODA | JUSTIN LEE | | 201.25 |
| HYDE | ANGELLYNN CARMELA | | 202.50 |
| JACKSON | WILLIAM LAMONT | | 598.75 |
| JERMYN | ALAN GRANT | | 433.75 |
| JOHNSTON | BRICE CONNER | | 805.00 |
| KINCHEN | TYLER LANE | | 562.50 |
| KOWALSKI JR | FRANKIE WALTER | | 1,290.00 |
| LAFONTAINE | MICHAEL JOSEPH | | 62.91 |

| | | |
|---------------|----------------------|----------|
| LANEY | JESSICA WALTERS | 751.25 |
| LEDESMA | CHRISTOPHER WADE | 1,323.75 |
| LEE | MICHAEL DAVID | 1,193.00 |
| LEGERK | RYLAND MARK | 258.75 |
| LOCKARD | JONATHON BARTHOLOMEW | 415.00 |
| LOWE | BRANDON MATHEW | 365.00 |
| LYONS | ORLANDO KADEEM | 588.00 |
| MARTIN | ELIZABETH KATE | 1,038.75 |
| MATTHEWS-YORK | EVAN ALLEN | 282.50 |
| MORAN | CODY JOSEPH | 838.00 |
| NAQUIN | JOSEPH JOHN | 201.25 |
| PATTERSON | NICKEY LYNN | 148.75 |
| PERRY | PATRICK WADE | 751.25 |
| PETERSON | ALBERT PAUL | 326.00 |
| PIERSON JR | FRANK C | 258.75 |
| PORTER | DARYL STEPHEN | 1,106.25 |
| PROFFITT | EYDIE RENEE | 609.00 |
| QUALLS JR | DARRYL JAMES | 182.00 |
| REFFALT | MICHAEL THOMAS | 278.75 |
| ROBERTSON | LISA ANN | 376.25 |
| ROBINSON | NIKITA TASHAY | 226.00 |
| ROGERS | RICHARD HARRISON | 562.50 |
| RUGGLES | JOSEPH RAY | 212.00 |
| SINITIERE | LESTER JOSEPH | 821.25 |
| SMITH | ASHLEY MARIE | 188.75 |
| STEVENS | ASHLIEGH LORRAINE | 783.75 |
| STEWART | CIGI LYNN | 1,252.50 |
| STIGLET | MINDI LEIGH | 133.00 |
| STROUD | DONNIE MICHAEL | 1,305.00 |
| SULLIVAN | JUSTIN BLAINE | 1,158.00 |
| SULLIVAN | NATHANIEL D | 258.75 |
| TILLER | SHAWN | 810.00 |
| TILLERY | TREY HUGH | 598.75 |
| TORRES | AUSTON DAVAGE | 188.75 |
| TRYBULSKI | KEVIN | 253.50 |
| VEGLIA | SHAWN MITCHELL | 310.50 |
| WAINWRIGHT | JAMES ALBERT | 760.00 |
| WEIMER | DONNA LIN | 354.00 |
| WIGGINS | MONISHA DASHAY | 751.25 |
| WILLIAMS | RODERICK R | 63.00 |



MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
TRAVEL CARD CARDHOLDER AGREEMENT AND SETUP FORM

Item No.4.

Check one: ☐ State Agency/University ☒ Governing Authority ☐ School District

SECTION I INSTRUCTIONS

1. To add a new account or make changes, select the appropriate change in Section II. NOTE: Sections III and IV may be completed by the Cardholder, while Sections II, V & VI shall be completed by the Entity.
2. Maintain a copy in the Cardholder and Program Coordinator's files.
3. Email this document (along with other pertinent information) to laurie.pierce@dfa.ms.gov.

SECTION II REPORTING PARAMETERS

- ☐ New Cardless Account
- ☐ New Carded Account
- ☐ New Department Card Account
- ☐ Issue Replacement Card
- ☐ Modify Account Information
- ☐ Lost/Stolen Replacement Card

OPTFM Use Only

Entity Number

Authorization Strategy

OPTFM Travel Card Administrator

Date

SECTION III CARDHOLDER'S INFORMATION (Please Print)

Account Number City of Diamondhead Cardholder's First Name, Middle Initial 228-222-4626 Cardholder's Last Name 228-222-4390
Entity Name (maximum 21 characters) City of Diamondhead Business Telephone Number 228-222-4390
2nd Line Embossing (maximum 21 characters/data on Front of Card) 5000 Diamondhead Circle Fax Number
Entity Mailing Address Line 1 (maximum 36 characters) Last 4 digits of Social Security Number
Entity Mailing Address Line 2 (maximum 36 characters) Position
Diamondhead MS 39525
City State Zip Email Address Control Account No.

SECTION IV CARDHOLDER'S SIGNATURE

I understand that the Card is monitored and it is to be used for authorized and official purchases only according to the Entity with which I am employed and the Office of Purchasing, Travel and Fleet Management's policies. I agree that use of this account if approved will be in compliance with the Travel Card Program rules and regulations as set forth by the Office of Purchasing, Travel and Fleet Management, as well as applicable state laws. I agree that the account will not be used for personal purposes at any time and understand that the account use can be revoked at any time. I agree that if this is an individual cardholder account, only my expenses may be charged. I understand that it is my responsibility to notify the Bank, Entity, and Travel Manager if my card is lost or stolen.

Cardholder Signature _____ Date _____

SECTION V AUTHORIZATION PARAMETERS – Select one of the below credit limits

| | | | |
|--|---|---|---|
| <input type="checkbox"/> Monthly Credit \$ 30,000 Single Transaction Limit \$ _____ | <input type="checkbox"/> Monthly Credit Limit \$20,000 Single Transaction Limit \$ _____ | <input type="checkbox"/> Monthly Credit Limit \$10,000 Single Transaction Limit \$ _____ | <input checked="" type="checkbox"/> Monthly Credit Limit \$5,000 Single Transaction Limit \$ <u>500.00</u> |
| <input type="checkbox"/> Monthly Credit \$1,000 Single Transaction Limit \$ _____ | <input type="checkbox"/> Monthly Credit \$500 Single Transaction Limit \$ _____ | <input type="checkbox"/> Monthly Credit \$100 Single Transaction Limit \$ _____ | <input type="checkbox"/> Monthly Credit \$ _____ Single Transaction Limit \$ _____ |

SECTION VI ENTITY PROGRAM COORDINATOR'S SIGNATURE AND TELEPHONE NUMBER

Approving Entity Program Coordinator's Name (printed) Jon McCraw

Approving Entity Program Coordinator's Signature _____ Date _____



MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
TRAVEL CARD PROGRAM

Item No.4.

APPLICATION FORM FOR TRAVEL CARD PROGRAM

Check one: ☐ State Agency/University ☒ Governing Authority ☐ School District

Agreement & Acceptance

City of Diamondhead, an entity in the State of Mississippi (the "Agency") and identified in this ENTITY TRAVEL CARD PROGRAM AGREEMENT hereby requests UMB Bank, n.a., Kansas City, Missouri, or its successors or assigns ("UMB" or "Issuer"), to establish a credit card authority for the entity pursuant to which Issuer will open one or more credit card accounts ("Account(s)") in the name of the entity and will issue one or more commercial credit cards or card numbers ("Card(s)") to the entity and/or employees or agents of the entity (collectively, "Employees") to be used for official and approved entity-related business, commercial or agricultural purposes. The person who signs this Application on behalf of the entity represents he or she is duly authorized by the entity to sign this Application and to bind the entity for repayment as required and to comply with the Provisions and Terms Governing Accounts as set forth and as described herein.

The entity authorizes Issuer to investigate the entity's creditworthiness and payment history and to otherwise verify the information contained in this Application. The entity certifies that all information contained in this Application is true and correct.

Two Signatures are Required

Signature of Program Coordinator

Printed Name of Program Coordinator and Title

Date Signed

Signature of Entity Head

Printed Name of Entity Head

Date Signed

| | |
|--|--|
| Name of Entity | <u>City of Diamondhead</u> |
| FEIN-Tax ID Number | <u>45-4475966</u> |
| Mailing Address | <u>5000 Diamondhead Circle</u> |
| Physical Address | <u>5000 Diamondhead Circle</u> |
| City/State/Zip | <u>Diamondhead MS 39525</u> |
| Billing Recipient and Email Address | <u>finance@diamondhead.ms</u> |
| Estimated monthly Agency limit required | <u>\$5,000.00</u> |
| Agency Telephone Number | <u>228-222-4626</u> |
| Program Coordinator Name /Email Address and Telephone Number | <u>Jon McCraw 228-222-4626</u> <u>jmcrcraw@diamondhead.ms.gov</u> |
| Please supply web link to most recent Annual Financial Report or attach paper copy (Governing Authorities and School Districts Only) Total Limits greater than the State Agency/University's pre-authorized amounts may require an updated State Agency/University Resolution authorizing the program. | |

Office of Purchasing, Travel and Fleet Management Approval

This request has been reviewed and approved by the Mississippi Office of Purchasing, Travel and Fleet Management for further processing by:

Signature of Authorizing Officer

Printed Name of Authorizing Officer and Title

Date Signed

UMB Bank complies with Section 326 of the U.S.A. Patriot Act. This law mandates that we collect and verify certain information about you while processing your account/program information. Please contact a bank representative if you have questions. 02/25/14

DISCLOSURE INFORMATION

[REDACTED]

Does not apply

[REDACTED]

Does not apply

[REDACTED]

The entire balance due shown on each Monthly Statement must be paid in full each month

[REDACTED]

Two-cycle average daily balance (including new purchases)

[REDACTED]

There is no annual fee for this account

[REDACTED]

There is no minimum finance charge for this account

[REDACTED]

Late Fee: There is no late fee charge for this account.

Cash Advances are not allowed on this account

IMPORTANT: The information about the costs of the cards described above is accurate as of March 1, 2012, the date this document was published and made available as a downloadable file. This information may have changed after that date. To find out what may have changed, write to us at UMB Bank, n.a. at 928 Grand Boulevard, Suite 501, Kansas City, Missouri 64106 or email us at our commercial card website at www.umb.com.



MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
TRAVEL CARD PROGRAM

Item No.4.

PROGRAM COORDINATOR DESIGNATION REQUEST FORM

Check one: ☐ State Agency/University ☒ Governing Authority ☐ School District

| | |
|--|--|
| Name of Entity and Entity Number if known (required) | City of Diamondhead |
| Mailing Address | 5000 Diamondhead Circle |
| City/State/Zip | Diamondhead, MS 39525 |
| Billing Recipient and Email Address | Finance@diamondhead.ms |
| Telephone Number | 228-222-4626 |
| Requestor Name /Email Address and Telephone Number | Jon McCraw 228-222-4626 jmcraw@diamondhead.ms.gov |

Instructions

1. To add a new account or to provide updated information select the specific action:

Add ☒

Change ☐

Delete ☐

2. Maintain a copy in the Cardholder's and Entity Program Coordinator's files.

3. Email or Mail the completed form to:

Office of Purchasing, Travel & Fleet Management
Attention: Travel Manager
501 North West Street, Suite 701-A
Jackson, MS 39201
Candice.Hay@dfa.ms.gov

Primary Program Coordinator Information

| | | |
|--|------------------|-------------------------------|
| Jon | T | McCraw |
| Program Coordinator Name | Middle Initial | Program Coordinator Last Name |
| 5000 Diamondhead Circle | | 45-4475966 |
| Statement Mailing Address Line 1 (maximum 36 characters) | | Entity/Agency Number |
| Diamondhead, MS 39525 | 228-222-4626 | jmcraw@diamondhead.ms.gov |
| City/State/Zip | Telephone Number | Email Address |

Alternate Program Coordinator Information

| | | |
|------------------------------------|----------------|---|
| Jeannie | | Klein |
| Alternate Program Coordinator Name | Middle Initial | Alternate Program Coordinator Last Name |
| jklein@diamondhead.ms.gov | | 228-222-4626 |
| Email Address | | Telephone Number |

Required Approvals

This request has been reviewed and approved by the Entity for further processing by:

| | | |
|--------------------------|-----------------------------|-------------|
| Signature of Entity Head | Printed Name of Entity Head | Date Signed |
|--------------------------|-----------------------------|-------------|

This request has been reviewed and approved by the Mississippi Office of Purchasing, Travel and Fleet Management for further processing by:

| | | |
|----------------------------------|---|-------------|
| Signature of Authorizing Officer | Printed Name of Authorizing Officer and Title | Date Signed |
|----------------------------------|---|-------------|



Travel Card Guidelines

Policy & Procedures Manual

• • •

This Manual will provide the user with policies and procedures necessary to remain in compliance with the Travel Card Program rules and regulations as set forth by the Office of Purchasing, Travel and Fleet Management, as well as applicable state laws.

• • •

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100. Travel Card Program Overview

The Travel Card is a travel tool that may replace the traditional purchasing method of purchasing airline tickets, booking hotel rooms, paying for vehicle rental services and more. The efficiencies and flexibility of the Travel Card allows entities to more easily focus on the value-added aspects of their jobs. The savings from reduced paperwork and online processing can provide a direct benefit to an Entity.

The ghost account (also called the cardless account) as well as plastic card gives the cardholder the ability to deal directly with the vendor in order to expedite payment for travel related services. The card also provides a method of payment with widespread acceptance by merchants. The card may be used for purchases in person, over the phone, via fax, on the Internet, or by mail.

This Manual will provide the user with policies and procedures necessary to remain in compliance with the Travel Card Program rules and regulations as set forth by the Office of Purchasing, Travel and Fleet Management, as well as applicable state laws.

101. Authority for Additional Guidelines

While entities may establish stricter guidelines, the policies and procedures set forth in this Manual shall be the adhered to. Travel arrangements and purchases made using the Travel Card account program should be in accordance with the policies and procedures established by the Office of Purchasing, Travel and Fleet Management.

Entities are required to:

1. Designate personnel to manage the program (recommend one Program Coordinator and one alternate as a backup)
2. Comply with applicable State Travel Policies and Guidelines, and;
3. Adopt limits and requirements in accordance with the information found throughout these guidelines.

102. Types of Travel Card Accounts

The Travel Card Program has carded and cardless options available. Entities may choose the card that best suits their needs.

Cardless Travel Account

The cardless travel account allows travel related expenses to be delegated to one person, the Program Coordinator, the designated person responsible for making official business travel arrangements for others. Any travel related services, such as travel agency fees, airfare, railway, vehicle rental, lodging, lodging deposits, travel related conference registration, etc., which are normally direct billed can now be billed to this account. Registration and conference fees may be paid with the travel card via the telephone or Internet if the hosting organization accepts payment in this manner. See Section 109. Authorized Expenses for further examples of what may be charged to the cardless account.

This type of account is also called a "Ghost Account," which essentially means a plastic card is not issued. Instead of an actual card, the Program Coordinator will receive an account number, expiration date and CVV code.

The cardless account, at the discretion of the entity, may be used for both entity and non-entity employees. Proper documentation, including a breakdown of expenses, should be used for auditing purposes, and proper accounting/object codes should be used by the employee reconciling and paying the statement. Please note: ***If you are a school district or governing authority, specific laws may apply. Please refer to your legal department before charges are made.***

All authorized vendors except the intended merchant types will be blocked to add additional internal controls to the account.

Individual Travel Card Account

This type of card allows for approved travel related expenses to be made by the individual who has signed a cardholder agreement for that card. This card is kept by the cardholder and is only used for travel on official entity business. Cardholders should be instructed not to carry the travel card on personal vacations, weekends and/or holidays. The cardholder should keep the travel card separate from personal credit cards. Authorized charges are addressed in Section 109. Authorized Expenses. Charges incurred by the individual cardholder are the only expenses allowed on this card. Non-entity employees are not allowed to have an individual travel card and their expenses shall not be placed on an individual card.

Department Card Travel Card Account

This type of card allows for approved travel related expenses to be made by one or more individuals who have signed a cardholder agreement for that card. This card is kept locked in a central location where the Program Coordinator may check the card out and in as needed. Authorized charges are addressed in Section 109. Authorized Expenses. Charges incurred by the cardholder who has signed the card out are the only expenses allowed on this card. Non-entity employee expenses are not authorized on the department card.

A Sign-In/Sign-Out form should be used when you have a Department card in your office that is checked out periodically by more than one user. Each entity with this type of card should develop procedures for handling of such card to keep a proper accounting of this card. A suggested form is available on the OPTFM Travel Information website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>. This form can be customized for each entity's use by the Program Coordinator.

103. Program Coordinator Designation and Responsibilities

The entity will designate a Program Coordinator and at least one alternate Program Coordinator to direct the operation of the program and the Office of Purchasing, Travel & Fleet Management and Issuer may rely on instructions from these individuals as properly authorized by the entity. A current list of authorized Program Coordinators will be provided to the Office of Purchasing, Travel and Fleet Management as required by using the Program Coordinator Designation Request Form.

The Program Coordinator and/or alternate Program Coordinator will be responsible for:

1. Selecting card/account type. Please see Section 102 for this information.
2. The entity will establish reasonable and appropriate travel limits and controls for the Travel Card Program accounts.
3. Maintaining cardholder agreement forms on file.
4. Collecting and signing all cardholder agreement forms.
5. Approving and submitting completed applications to the Office of Purchasing, Travel and Fleet Management.
6. Distributing pertinent information to cardholders. The Bank will send all cards to the Program Coordinator, who will be responsible for distribution.
7. Creating stricter internal travel card policies if necessary.
8. Copying all documents (authorizations, receipts, etc.) for the files.
9. Ensuring cardholders have receipts/invoices for purchases made.
10. Developing a filing system that accommodates monthly statements, supporting documentation, copies of cardholder agreements and applications, etc.
11. Ensuring proper accounting/object codes are used when reconciling and paying the statement.
12. Training card users on proper policy and procedures set by the Office of Purchasing, Travel and Fleet Management as well as the entity. It is recommended that the Program Coordinator conduct a training session wherein the individual employees are provided with information concerning the Travel Card Program as well as the State Travel Policies and Procedures and one-on-one training when new cardholders come on board.
13. If cards are blocked at point of sale, the Program Coordinator should contact the Travel Office using the information at the end of this document.

104. Cardholder Responsibilities

1. Sign and abide by the Travel Cardholder Agreement.
2. Ensure that cardholders are in compliance with authorized and non-authorized expenses.
3. Ensure that the Travel Card Guidelines are read and understood before using the account.
4. Ensure that travelers have proper Authorization to travel before the Travel Card accounts are used.

105. Obtaining Travel Card/Accounts

To obtain cards and set up cardless accounts, the Program Coordinator should fill out the required forms on the Office of Purchasing, Travel and Fleet Management's website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

106. Card Violations

The Office of Purchasing, Travel and Fleet Management requires individual cardholders and users to strictly adhere to the policies and procedures governing use of the Travel Card Program which may be established and modified from time to time as necessary. Failure to do so may result in disciplinary action up to and including termination of employment. Additionally such failure could result in prosecution to the fullest extent of the law, including financial restitution and criminal prosecution. This policy will be administered in accordance with other State procurement and travel policies and the laws of the State of Mississippi.

Violations of policies governing use of the Travel Card accounts may be classified as minor or major. The action taken is dependent upon the type of violation and the number of previous cardholder violations. An entity head or authorized designee, or the Office of Purchasing, Travel and Fleet Management's Travel Manager is authorized to suspend a cardholder's privileges as deemed necessary without prior notice however, the entity will be notified of any such action. All other actions are determined at the appropriate entity level. Any alleged violation or questionable transaction could result in an immediate temporary suspension of card privileges pending a review to determine what, if any, action is appropriate.

Minor Violations

Minor violations are instances that are "accidental" and without willful intent, or a delinquent reconciliation process.

Major Violations

Major violations are instances that show "willful intent" to disregard established policy.

Any major violation will result in immediate temporary suspension of the cardholder's privileges and notification to the entity's Head. If deemed appropriate the bank, police, and the appropriate entity head will also be notified. Other measures of discipline are listed in the Travel Card Agreement and Application Form which may be found on the OPTFM Travel Information Website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

107. Failure to Comply with Laws, Policies and Procedures

Cardholders or supervisors/approving officials will use cards in accordance with all policies and procedures as referenced in this document which may be amended as necessary. Cardholders or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with applicable requirements of the State Travel Manual and/or internal policies and procedures governing the Travel Card Program may be subject to suspension or termination of card privileges or other disciplinary action; and criminal prosecution to the fullest extent of the law.

The Office of Purchasing, Travel and Fleet Management, entity head, or his/her designee reserves the right to withdraw any authority or delegated approval due to non-compliance with

applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

108. Cancellation of Travel Arrangements

The cardholder or Program Coordinator is responsible for canceling airline/rail tickets and other travel arrangements. These arrangements should be made directly with the travel agency or the vendor.

109. Authorized Expenses

The following types of expenses are allowable:

The cardless account, at the discretion of the entity, may be used for the authorized expenses of both entity and non-entity employees. Please reference Section 102, Types of Travel Card Accounts, Cardless Travel Account.

1. Airfare
2. Baggage Fees
3. Registration Fees
4. Lodging (room only, no incidental expenses allowed)
5. Rental Vehicles
6. Taxi's
7. Shuttles
8. Fuel for rental vehicles Note: Fuel purchases are an authorized expense only when the fuel is purchased for rental vehicles. Dates of fuel shall match the time period in which a vehicle was rented for payment of this expense. Fuel is considered an unauthorized expense when purchased for personal vehicles, fleet vehicles, etc.).
9. Tolls
10. Parking
11. Business Related Internet Service

110. Unauthorized Expenses

The following types of expenses are **not** allowable:

1. Travel expenses for non-entity employees on the individual or department card.
2. Business Related Airfare Combined with Personal Airfare

3. Fuel for any other type vehicle than a rental, such as personal vehicles, fleet vehicles, etc.) as outlined in Section 110. Authorized Expenses. Note: Fuel purchases are only considered an authorized expense when the fuel is purchased for rental vehicles. Dates of fuel shall match the time period in which a vehicle was rented for payment of this expense. The cost of rental vehicles for personal business such as dining, sightseeing, or other personal use while on official state travel will not be reimbursed.

4. Cash Advances

5. First Class and Business Class Travel

Note: Preferred seating, business, first-class service may be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. A waiver signed by the entity head (or his designee) must be submitted and approved by OPT **prior** to the trip.

6. Travel expenses for traveling companions or spouses
7. Food and beverages
8. Personal Items
9. Laundry
10. Personal Calls
11. Any purchase for which the entity does not receive direct benefit
12. Unauthorized Hotel Incidentals
13. Movies
14. Meals
15. Alcohol
16. Room Service
17. Any non-lodging expense

111. Vendor Services

Travel contracts are available online for use of in-state lodging, vehicle rental (in-state and out-of-state,) and travel agency services. Each of these contracts is listed on the OPTFM Travel Information website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

Entities may utilize other travel resources to coordinate and procure their travel arrangements as long as it provides a cost savings for the entity and is in accordance with the State Travel Manual and/or Procurement Manual.

112. Credit Card Authorization Form

When using the travel card for lodging, the Program Coordinator must contact the hotel to inquire if the hotel has a Credit Card Authorization Form that can be completed in advance. The card does not have to be presented upon arrival if this form is completed and submitted to the hotel prior to travel. The hotel may require that a faxed copy of the travel card be sent. The Program Coordinator will be responsible for resolving these details with the hotel. No personal expenses can be charged to any account in this travel account program.

113. Taxes

Per Section 27-65-105(a) of the Mississippi Code of 1972, Annotated, state agencies are exempt from state sales tax. This section provides that sales of tangible personal property or services made to the United State Government, the State of Mississippi and its departments, institutions, counties and municipalities or departments or school districts of said counties and municipalities are exempt from sales taxes. As a prerequisite to exemption, the sale of property or charge for services must be sold directly to, billed directly to and paid for directly by the exempt entity. **Invoices and/or receipts should be reviewed to ensure that the vendor did not charge sales tax.**

This exemption does not apply to sales of airfare, tangible personal property or services to contractors purchased in the performance of contracts with the exempt entity, nor the employees of the exempt entity, although the contractor or employee may be reimbursed for the expense by the exempt entity. The exemption also does not apply to Production Taxes nor Contractors Taxes levied by Sections 27-65-15 and 27-65-21, Mississippi Code of 1972.

114. Reconciling the Travel Account

Each Program Coordinator and cardholder will receive a Travel Card Account Statement from the bank for the billing cycle. The travel expenses incurred during the billing cycle must be reconciled against the cardholder's approved Travel Authorization Form and processed for payment upon receipt. This procedure is very similar, if not exact, to the previous program.

Online access is available to manage each entity's account. The Program Coordinator should request access from the OPTFM Travel Office if a userid and password has not already been issued.

Note: It shall be the responsibility of the cardholder and the Program Coordinator to ensure that anything purchased on the State Travel Card is not claimed for reimbursement on a Travel Voucher.

115. Receipts

Travel related receipts are due within ten (10) working days after the employee returns from the trip. One copy of the receipt shall be filed with the Program Coordinator and a copy shall be filed with the travel reimbursement.

The cardholder shall obtain an itemized receipt for each transaction. If a receipt cannot be obtained, complete a Travel Card Missing Document Affidavit Form. The Missing Document Affidavit Form is available on the OPTFM Travel Information website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

116. Billing

At the end of each cycle, the contractor will submit a statement to each Program Coordinator, including statements of individual cardholders and also shall submit a consolidated report to the entity's travel office. The Program Coordinator will distribute the individual cardholder statements for review and verification. The Program Coordinator will forward the approved statements to the entity's travel office for payment. There is no purchase order required for these transactions. All records, including a copy of the master statement and original individual statements, logs, etc., related to the program must be maintained at the entity's travel office and be available upon request for audit purposes. This procedure is very similar, if not exact, to the previous program.

A. Interest

If payment for undisputed amounts is not mailed or otherwise delivered within 45 days after receipt of the statement, the entity shall be liable to the contractor in addition to the amount of the undisputed amounts shown on the invoice for interest at a rate of one and one-half percent (1-1/2%) per month or portion thereof until such time as the payment is mailed or otherwise delivered to the contractor.

B. Balances on Accounts

In accordance with Section 10.112.01, Mississippi Procurement Manual, balances on credit cards shall be paid at the receipt of the monthly statement, once statements have been reconciled for accuracy. Balances on credit cards shall not be carried over to the next month except on disputed claims and only for the disputed amounts.

117. Lost or Stolen Cards

Each cardholder will be required to report lost or stolen cards as soon as the loss or theft is discovered. Contact the bank immediately at 1-888-494-5141. The cardholder should contact their Program Coordinator. The contractor will mail replacement cards within 48 hours after receiving the report of a lost or stolen card. The contractor will be required to send written notification to the cardholder's Program Coordinator and/or the Office of Purchasing, Travel and Fleet Management within 48 hours after receiving the report of a lost or stolen card. A written report indicating the individual cardholder's name, entity name and date of loss or lost or stolen card must be sent to the Office of Purchasing, Travel and Fleet Management.

118. Declined Transactions

In the event that your transaction is declined, please access your card statement or on-line statement or contact your Program Coordinator for an explanation of the denial. The most common reasons for the card to be declined include:

- Monthly spending limit exceeded
- Incorrect expiration date
- Incorrect card number
- Restricted Vendor
- Single transaction limit exceeded
- Blocked MCC code

If you are unable to determine the cause of the card being declined, the Program Coordinator will contact the Travel Office using the contact information at the end of this document via email. Information requested to unblock the card will include the last four digits of the cardholder account number, the vendor the charge is being made to, the amount of the transaction and the date the card will return to its normal transaction strategy.

119. Liability

The person who signs the application(s) on behalf of the entity represents he or she is duly authorized by the entity to sign the application and he or she is authorized to bind the entity for repayment as required and to comply with the provisions and terms governing accounts as set forth and as described on the application. The State of Mississippi will not accept any liability or financial responsibility for state employees' charges that have been incorrectly authorized, exceeds any of the limits specified to the contractor by a cardholder's entity, nor will the State accept any liability or financial responsibility for violations of any of the Merchant Category Codes (MCC) restrictions specified to the contractor by a cardholder's agency.

The State of Mississippi will not accept any liability or financial responsibility for charges that have not been authorized pursuant to current card association rules and regulations.

120. Audit Policies and Procedures

All State of Mississippi Travel Cards will be audited. These audits will take place by your Travel Card Program Coordinator and randomly by the Office of Purchasing, Travel and Fleet Management, The Office of Fiscal Management, and Office of State Auditor. When it is time for your scheduled audit, you will receive an email from the Office of Purchasing, Travel and Fleet Management indicating the date of audit, the length of time for the audit billing period(s), and a requesting for confirmation that this date is okay.

Transactions may be audited to verify, but not limited to, the following:

- All Travel Card transactions
- The Travel Card is being used for appropriate purchases
- Documentation is complete (itemized receipts and statements are accounted for)
- No sales tax is being charged
- Any cardholder that reconciles statements must have Program Coordinator verification of this process for accuracy and accountability.

To ensure that your audit goes smoothly, please have the following information and proof of information readily available:

- Itemized receipts are behind or attached to the bank statements in the order that they appear on the statement (small receipts should be taped individually to an 8x11 sheet of paper).
- No State of Mississippi sales tax is charged on any receipts. If tax is charged, show proper documentation for credit for the charge.
- Make sure the statements are initialed by the reconciler, as well as, the reviewer.

The Office of Purchasing, Travel and Fleet Management and the Office of Fiscal Management will either perform the audit on-site or will pick up the information and perform the audit at the Office of Purchasing, Travel and Fleet Management offices.

Please make copies of records at the end of each month. This will help ensure things run much more efficiently when it is time for an audit. Please only provide the Office of Purchasing, Travel and Fleet Management with monthly statements, receipts, and supporting documentation. Please do not include any other paperwork unless it is requested. Please do not include interdepartmental emails or other non-financial data unless it directly pertains to a transaction or statements.

The Office of Purchasing, Travel and Fleet Management will audit transactions and issue a preliminary audit report usually within a week. The Office of Purchasing, Travel and Fleet Management will give an agency two weeks to resolve any areas of non-compliance and copies of the correction must be sent to the Office of Purchasing, Travel and Fleet Management. The Office of Purchasing, Travel and Fleet Management will then send a final audit report in which a copy will be provided to the entity's Agency Head.

Depending on the results of the audit, there are several possible actions. If the Office of Purchasing, Travel and Fleet Management feels it necessary, a request may be made to bring employees to the Office of Purchasing, Travel and Fleet Management in for further training. If the violations warrant closing the card, this will be the action taken. Obviously in the case of fraud, the Office of Purchasing, Travel and Fleet Management will forward the information to the Office of the State Auditor.

Areas of special emphasis to Internal Audit are dual signatures on the statement, the storage of a department card or cardless account number in a secure location, and a sign in/sign out sheet for cards used by multiple employees.

121. Travel Card Guidelines Revisions

May 1, 2014

1. Revised: Table of Contents to address additions and deletions as well as page numbering.
2. 102. Individual Travel Card Account – Added statement for security purposes instructing cardholders not to carry the Travel Card with them on personal outings.
3. 103. Program Coordinator Designation and Responsibility:
 - Added # 2
 - Added # 7
 - Added # 10
 - Added # 13
4. Deleted: 112. Account limits: This section was deleted and became 103 #2.
5. Added: 113. Taxes.
6. Added paragraph to 115. Receipts: regarding Travel Card Missing Document Affidavit.
7. Added 116. Billing: Sections A and B. Interest and Balances on Accounts were added to this section.
8. Added 118. Declined Transactions
9. Added paragraph to 119. Liability: Outlines State of MS liability.
10. Added 120. Audit Policies and Procedures
11. Added 121. Travel Card Guidelines Revisions.

February 15, 2015

1. Changed Revision Date
2. Changed Bureau of Financial Control to the Office of Fiscal Management
3. Updated staff member page to reflect current employees

November, 2016

1. Changed Revision Date
2. Inserted Baggage as an authorized transaction.
3. Removed Baggage as a prohibited transaction.

122. Questions or Assistance

Please feel free to contact the Office of Purchasing, Travel and Fleet Management with any questions, problems, inquiries, etc., regarding your entity's Travel Card either by phone at 601.359.3647 or via travel@dfa.ms.gov.

Department of Finance and Administration
Office of Purchasing, Travel and Fleet Management
501 North West Street, Suite 701-A
Jackson, MS 39201
601-359-3409
travel@dfa.ms.gov
<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

OPTFM Travel Card Staff

Laurie Pierce, Travel Manager
Office of Purchasing, Travel and Fleet Management
Laurie Pierce oversees the Travel Card Program's day to day operations.
laurie.pierce@dfa.ms.gov
601.359.3647

Symone Bounds, Procurement Card Administrator
Office of Purchasing, Travel and Fleet Management
Symone is Laurie's backup. If you are unable to reach Laurie, please contact Symone at:
symone.bounds@dfa.ms.gov
601.359.9373

Office of Purchasing, Travel and Fleet Management Directors

Ross Campbell, Director
Office of Purchasing and Travel, Marketing and Audit
ross.campbell@dfa.ms.gov
601.359.3409

Aubrey Leigh Goodwin, Director
Office of Purchasing, Travel and Fleet Management
aubreylee.goodwin@dfa.ms.gov
601.359.3409

Contractor's Application for Payment

| | | | |
|---------------------|---------------------------------------|---------------------------|--------------|
| Owner: | City of Diamondhead | Owner's Project No.: | |
| Engineer: | Jason Chiniche, PE | Engineer's Project No.: | 17-057-00-08 |
| Contractor: | Moran Hauling, Inc | Contractor's Project No.: | |
| Project: | East Aloha Drive Improvements Phase 1 | | |
| Contract: | East Aloha Drive Improvements Phase 1 | | |
| Application No.: | 6 | Application Date: | 10/20/2022 |
| Application Period: | From 9/7/2022 | to | 10/10/2022 |

| | | |
|--|----|------------|
| 1. Original Contract Price | \$ | 507,461.07 |
| 2. Net change by Change Orders | \$ | 51,713.61 |
| 3. Current Contract Price (Line 1 + Line 2) | \$ | 559,174.68 |
| 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) | \$ | 559,174.68 |
| 5. Retainage | | |
| a. 5% X \$ 559,174.68 Work Completed = | \$ | 27,958.73 |
| b. X \$ - Stored Materials = | \$ | - |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ | 27,958.73 |
| 6. Amount eligible to date (Line 4 - Line 5.c) | \$ | 531,215.95 |
| 7. Less previous payments (Line 6 from prior application) | \$ | 525,177.37 |
| 8. Amount due this application | \$ | 6,038.58 |
| 9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c) | \$ | 27,958.73 |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

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

Contractor: Moran Hauling IncSignature: [Signature]Date: 10-20-22

Recommended by Engineer

By: [Signature]Title: PROJECT ENGINEERDate: 10/21/22

Approved by Funding Agency

By: _____

Title: _____

Date: _____

Approved by Owner

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Progress Estimate - Unit Price Work

| | | |
|-------------|---------------------------------------|--------------------------------------|
| Owner: | City of Diamondhead | Contractor's Application for Payment |
| Engineer: | Jason Chiniche, PE | Owner's Project No.: |
| Contractor: | Moran Hauling, Inc | Engineer's Project No.: |
| Project: | East Aloha Drive Improvements Phase 1 | Contractor's Project No.: |
| Contract: | East Aloha Drive Improvements Phase 1 | |

| Application No.: 6 | | Application Period: | | | From | 09/07/22 | to | 10/10/22 | Application Date: 10/20/22 | | | |
|--------------------------|--|---------------------|----------------------|-----------------|--------------------------------|---|--|--|--|--------------------------------|--------------------------------|----|
| A | B | C | D | E | F | G | H | I | J | K | L | |
| Bid Item No. | Description | Item Quantity | Contract Information | | Value of Bid Item (C X E) (\$) | Work Completed | | Materials Currently Stored (not in G) (\$) | Work Completed and Materials Stored to Date (H + I) (\$) | % of Value of Item (J / F) (%) | Balance to Finish (F - J) (\$) | |
| | | | Units | Unit Price (\$) | | Estimated Quantity Incorporated in the Work | Value of Work Completed to Date (E X G) (\$) | | | | | |
| 1500 | Mobilization | 1 | LS | | Original Contract | 25,400.00 | 1.00 | 25,400.00 | - | 25,400.00 | 100% | - |
| 02071C | Removal of Topsoil (4") | 394 | CY | | \$10.50 | 4,137.00 | 394.00 | 4,137.00 | - | 4,137.00 | 100% | - |
| 02071D | Removal of Excess Material | 1959 | CY | | \$7.25 | 14,202.75 | 1,959.00 | 14,202.75 | - | 14,202.75 | 100% | - |
| 02071E | Removal of existing curbing | 500 | LF | | \$10.50 | 5,250.00 | 500.00 | 5,250.00 | - | 5,250.00 | 100% | - |
| 02071F | Crushed Rock (610 stone 8") | 1933 | CY | | \$83.00 | 160,439.00 | 1,933.00 | 160,439.00 | - | 160,439.00 | 100% | - |
| 02500A | Asphalt Leveling Course | 0 | Ton | | \$91.19 | - | - | - | - | - | - | - |
| 02500B | 2" Asphalt Base Course | 407.57 | Ton | | \$91.19 | 37,175.43 | 407.57 | 37,175.43 | - | 37,175.43 | 100% | - |
| 02500C | 2" Asphalt Surface Course | 559.97 | Ton | | \$92.33 | 51,702.03 | 559.97 | 51,702.03 | - | 51,702.03 | 100% | - |
| 02500D | Demolition of Pavement All types and thicknesses | 2553.5 | SY | | \$3.11 | 7,941.70 | 2,553.50 | 7,941.70 | - | 7,941.70 | 100% | - |
| 02500E | Milling | 60 | SY | | \$40.00 | 2,400.00 | 60.00 | 2,400.00 | - | 2,400.00 | 100% | - |
| 02500F | Thermoplastic Striping (Double Yellow) | 3150 | LF | | \$1.43 | 4,504.50 | 3,150.00 | 4,504.50 | - | 4,504.50 | 100% | - |
| 02500G | Thermoplastic Striping Crosswalk | 0 | SF | | \$7.15 | - | - | - | - | - | 100% | - |
| 02500H | Thermoplastic Striping Stop Bar | 84 | SF | | \$7.15 | 600.60 | 84.00 | 600.60 | - | 600.60 | 100% | - |
| 02500I | Street Signs | 3 | Each | | \$417.10 | 1,251.30 | 3.00 | 1,251.30 | - | 1,251.30 | 100% | - |
| 02723 B | PE 15" Pipe | 744 | LF | | \$55.85 | 41,552.40 | 744.00 | 41,552.40 | - | 41,552.40 | 100% | - |
| 02723 C | PE 18" Pipe | 85 | LF | | \$64.00 | 5,440.00 | 85.00 | 5,440.00 | - | 5,440.00 | 100% | - |
| 02723 D | Drain Inlets | 18 | Each | | \$2,873.52 | 51,723.36 | 18.00 | 51,723.36 | - | 51,723.36 | 100% | - |
| 02723 E | Utility Adjustments | 13 | Each | | \$855.00 | 11,115.00 | 13.00 | 11,115.00 | - | 11,115.00 | 100% | - |
| 0310A | Curbing | 2704 | LF | | \$22.00 | 59,488.00 | 2,704.00 | 59,488.00 | - | 59,488.00 | 100% | - |
| 02500 J | Brick Pavers Pedestrian Crosswalk | 90 | SY | | \$327.00 | 29,430.00 | 90.00 | 29,430.00 | - | 29,430.00 | 100% | - |
| 02500 G | Thermoplastic Striping Crosswalk (Deducted) | (880) | SF | | \$7.15 | (6,292.00) | (880.00) | (6,292.00) | - | (6,292.00) | 100% | - |
| Original Contract Totals | | | | | | \$ 507,461.07 | | \$ 507,461.07 | \$ | \$ 507,461.07 | 100% | \$ |

Contractor's Application for Payment

17-057-00-08

Page 36



Item No.6.

918 Howard Ave. Suite F
Biloxi, MS 39530
(228)388-1950



City of Diamondhead
~~Michael Reso~~ *Jim McCraw*
5000 Diamondhead Circle
Diamondhead, MS 39525

Invoice number 14309
Date 10/11/2022

Project **0275.20.004 TWIN LAKES FISHING PIER
& TRAIL**

Professional Services through September 30, 2022

| Description | Contract Amount | Total Billed | Percent Complete | Prior Billed | Remaining | Current Billed |
|---------------------------------|-----------------|--------------|------------------|--------------|-----------|----------------|
| Clearing Limits Stakeout & Topo | 2,250.00 | 2,250.00 | 100.00 | 1,000.00 | 0.00 | 1,250.00 |
| Task 1 - Architectural Services | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Task 2 - Civil Engineering | 10,000.00 | 5,000.00 | 50.00 | 0.00 | 5,000.00 | 5,000.00 |
| Task 3 - Electrical Engineering | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total | 22,250.00 | 7,250.00 | 32.58 | 1,000.00 | 15,000.00 | 6,250.00 |

Invoice total **6,250.00**

Approved by:

Gerrod W. Kilpatrick
Principal

Remit Payment to:
MP Design Group
918 Howard Ave., Suite F
Biloxi, MS 39530

All payment terms are NET 30, unless otherwise noted



Item No.6.



918 Howard Ave. Suite F
Biloxi, MS 39530
(228)388-1950

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

Invoice number 14310
Date 10/11/2022
Project 0275.20.005 Hilo Way Drainage

Professional Services through September 30, 2022

Invoice Summary

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Remaining | Current Billed |
|---------------------------|-----------------|------------------|--------------|--------------|-----------|----------------|
| HILO WAY DRAINAGE PROJECT | 24,750.00 | 60.74 | 14,469.75 | 15,032.25 | 9,717.75 | 562.50 |
| Total | 24,750.00 | 60.74 | 14,469.75 | 15,032.25 | 9,717.75 | 562.50 |

Fees

Hilo Way Drainage Project

| | Hours | Rate | Billed Amount |
|------------------------------------|-------|-------|---------------|
| Project Engineer | | | |
| Bennie J. Sellers | | | |
| Project Time | 7.50 | 75.00 | 562.50 |
| City council meeting/bid award | | | |
| Construction Contract | | | |
| Contract | | | |
| contracts | | | |
| executing contracts | | | |
| Submittals | | | |
| Hilo Way Drainage Project subtotal | | | 562.50 |

Invoice total **562.50**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|---------|---------|---------|---------|----------|
| 14310 | 10/11/2022 | 562.50 | 562.50 | | | | |
| Total | | 562.50 | 562.50 | 0.00 | 0.00 | 0.00 | 0.00 |



City of Diamondhead

Project **0275.20.005 Hilo Way Drainage**

Invoice number 14310

Date 10/11/2022

Item No.6.

Approved by:

A handwritten signature in blue ink, appearing to read 'Gerrod W. Kilpatrick'.

Gerrod W. Kilpatrick
Principal



Remit Payment to:
MP Design Group
918 Howard Ave., Suite F
Biloxi, MS 39530

All payment terms are NET 30, unless otherwise noted

**INVOICE****Pickering Firm, Inc.**

Facility Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources
126 Rue Magnolia, Biloxi, MS 39530

PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

October 6, 2022
Project No: 26072.00
Invoice No: 0092048

Client Contact: Michael Reso

Work Assignment 00-14-2022
Project #: 26072.00 Kolo Ct. Ditch Improvements

Professional Services from August 28, 2022 to October 1, 2022

| | | | | | |
|------------------------|-----|----------------------|----------------|--------------|----------------|
| Task | 001 | Wetlands Delineation | | | |
| Billing Limits | | | Current | Prior | To-Date |
| Total Billings | | | 0.00 | 3,400.00 | 3,400.00 |
| Limit | | | | | 4,000.00 |
| Remaining | | | | | 600.00 |
| Total this Task | | | | | 0.00 |

| | | | | | |
|-------------------------------|-----|-------------------------------|----------------|--------------|-----------------|
| Task | 002 | Wetland Permitting Assistance | | | |
| Professional Personnel | | | | | |
| | | | Hours | Rate | Amount |
| PROJECT ENGINEER | | | | | |
| Furnival, Maggie | | | 4.50 | 95.00 | 427.50 |
| SCIENTIST | | | | | |
| McWhorter, Lauren | | | 2.00 | 85.00 | 170.00 |
| Totals | | | 6.50 | | 597.50 |
| Total Labor | | | | | 597.50 |
| Billing Limits | | | Current | Prior | To-Date |
| Total Billings | | | 597.50 | 2,295.00 | 2,892.50 |
| Limit | | | | | 6,000.00 |
| Remaining | | | | | 3,107.50 |
| Total this Task | | | | | \$597.50 |

| | | | | | |
|-----------------------------------|-----|--------------------|--------------|-------------|---------------|
| Task | 003 | Engineering Design | | | |
| Professional Personnel | | | | | |
| | | | Hours | Rate | Amount |
| SENIOR P.E. (LICENSED >5, <10 YR) | | | | | |
| Wagner, Cara | | | 3.50 | 125.00 | 437.50 |
| PROJECT ENGINEER | | | | | |
| Furnival, Maggie | | | 2.00 | 95.00 | 190.00 |
| Totals | | | 5.50 | | 627.50 |
| Total Labor | | | | | 627.50 |

| | | | | |
|---------|----------|-------------------------|---------|---------|
| Project | 26072.00 | Kolo Ditch Improvements | Invoice | 0092048 |
|---------|----------|-------------------------|---------|---------|

| Billing Limits | Current | Prior | To-Date | |
|-----------------|---------|----------|----------|---------|
| Total Billings | 627.50 | 4,900.00 | 5,527.50 | |
| Limit | | | 4,900.00 | |
| Adjustment | | | | -627.50 |
| Total this Task | | | | 0.00 |

| | | | | |
|------|-----|-----------------|--|--|
| Task | 004 | Project Bidding | | |
|------|-----|-----------------|--|--|

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

| | | | | |
|------|-----|------|--|--|
| Task | 005 | CE&I | | |
|------|-----|------|--|--|

| Billing Limits | Current | Prior | To-Date | |
|--------------------|---------|-------|-----------|----------|
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 10,000.00 | |
| Remaining | | | 10,000.00 | |
| Total this Task | | | | 0.00 |
| Total this Invoice | | | | \$597.50 |

Outstanding Invoices

| Number | Date | Balance |
|--------------|----------|---------------|
| 0091927 | 9/8/2022 | 340.00 |
| Total | | 340.00 |

| | | | | |
|---------|----------|-------------------------|---------|---------|
| Project | 26072.00 | Kolo Ditch Improvements | Invoice | 0092048 |
|---------|----------|-------------------------|---------|---------|

Billing Backup

Thursday, October 6, 2022

Pickering

Invoice 0092048 Dated 10/6/2022

3:34:03 PM

| | | |
|------|-----|-------------------------------|
| Task | 002 | Wetland Permitting Assistance |
|------|-----|-------------------------------|

Professional Personnel

| | | | Hours | Rate | Amount |
|------------------|--------------------|-----------|-------|-------|---------------|
| PROJECT ENGINEER | | | | | |
| 02108 | Furnival, Maggie | 9/8/2022 | .50 | 95.00 | 47.50 |
| 02108 | Furnival, Maggie | 9/12/2022 | 1.00 | 95.00 | 95.00 |
| 02108 | Furnival, Maggie | 9/13/2022 | 1.00 | 95.00 | 95.00 |
| 02108 | Furnival, Maggie | 9/15/2022 | 2.00 | 95.00 | 190.00 |
| SCIENTIST | | | | | |
| 02101 | McWhorter, Lauren | 9/23/2022 | 2.00 | 85.00 | 170.00 |
| | Totals | | 6.50 | | 597.50 |
| | Total Labor | | | | 597.50 |

| | |
|------------------------|-----------------|
| Total this Task | \$597.50 |
|------------------------|-----------------|

| | | |
|------|-----|--------------------|
| Task | 003 | Engineering Design |
|------|-----|--------------------|

Professional Personnel

| | | | Hours | Rate | Amount |
|-----------------------------------|--------------------|-----------|-------|--------|---------------|
| SENIOR P.E. (LICENSED >5, <10 YR) | | | | | |
| 02031 | Wagner, Cara | 9/22/2022 | 1.00 | 125.00 | 125.00 |
| 02031 | Wagner, Cara | 9/26/2022 | .50 | 125.00 | 62.50 |
| 02031 | Wagner, Cara | 9/27/2022 | 2.00 | 125.00 | 250.00 |
| PROJECT ENGINEER | | | | | |
| 02108 | Furnival, Maggie | 8/30/2022 | 1.00 | 95.00 | 95.00 |
| 02108 | Furnival, Maggie | 8/31/2022 | 1.00 | 95.00 | 95.00 |
| | Totals | | 5.50 | | 627.50 |
| | Total Labor | | | | 627.50 |

| | |
|------------------------|-----------------|
| Total this Task | \$627.50 |
|------------------------|-----------------|

| | |
|---------------------------|-------------------|
| Total this Project | \$1,225.00 |
|---------------------------|-------------------|

| | |
|--------------------------|-------------------|
| Total this Report | \$1,225.00 |
|--------------------------|-------------------|

Detailed Timesheet for the Period Ending 9/10/2022

Tuesday, October 4, 2022

Pickering

4:55:54 PM

Employee 02108 Furnival, Maggie Smith

| Total Hr | Sun 9/4 | Mon 9/5 | Tue 9/6 | Wed 9/7 | Thu 9/8 | Fri 9/9 | Sat 9/10 |
|---|-------------------------------|------------|------------|------------|------------|------------|-------------|
| 26072.00 | Kolo Ditch Improvements | | | | | | |
| 002 | Wetland Permitting Assistance | | | | | | |
| 89018 | Reg | | | | | | |
| | .50 | | | | .50 | | |
| 9/8 final comments addressed and sent back to environmental | | | | | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 9/17/2022

Tuesday, October 4, 2022

4:57:21 PM

Pickering

Employee 02108 Furnival, Maggie Smith

| | | Total Hr | Sun 9/11 | Mon 9/12 | Tue 9/13 | Wed 9/14 | Thu 9/15 | Fri 9/16 | Sat 9/17 |
|----------|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 26072.00 | Kolo Ditch Improvements | | | | | | | | |
| 002 | Wetland Permitting Assistance | | | | | | | | |
| 89018 | Reg | 4.00 | | 1.00 | 1.00 | | 2.00 | | |

Client: City of Diamondhead

9/12 ACOE comments
 9/13 ACOE comments
 9/15 ACOE calculations and comments

Detailed Timesheet for the Period Ending 9/24/2022

Tuesday, October 4, 2022

Pickering

4:58:53 PM

Employee

02101

McWhorter, Lauren Liddon

| | | Total Hr | Sun 9/18 | Mon 9/19 | Tue 9/20 | Wed 9/21 | Thu 9/22 | Fri 9/23 | Sat 9/24 |
|----------|-------------------------------|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 26072.00 | Kolo Ditch Improvements | | | | | | | | |
| 002 | Wetland Permitting Assistance | | | | | | | | |
| | | Client: City of Diamondhead | | | | | | | |
| 80111 | Reg | 2.00 | | | | | | 2.00 | |

Detailed Timesheet for the Period Ending 9/24/2022

Tuesday, October 4, 2022

Pickering

5:00:10 PM

Employee 02031 Wagner, Cara

| Total Hr | Sun 9/18 | Mon 9/19 | Tue 9/20 | Wed 9/21 | Thu 9/22 | Fri 9/23 | Sat 9/24 |
|-----------------|---|-------------|-------------|-------------|-------------|-------------|-------------|
| 26072.00 003 | Kolo Ditch Improvements Engineering Design | | | | | | |
| 89206 | Reg | | | | | | |
| | 1.00 | | | | 1.00 | | |
| 9/22 corr | | | | | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 10/1/2022

Tuesday, October 4, 2022

Pickering

5:01:28 PM

Employee

02031

Wagner, Cara

26072.00
003Kolo Ditch Improvements
Engineering Design

Client: City of Diamondhead

89206

Reg

| Total Hr | Sun 9/25 | Mon 9/26 | Tue 9/27 | Wed 9/28 | Thu 9/29 | Fri 9/30 | Sat 10/1 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 2.50 | | .50 | 2.00 | | | | |

9/26 corr w/Ben

9/27 update all for easements and bidding, PDF everything and send to Jon and Ben

Detailed Timesheet for the Period Ending 9/3/2022

Tuesday, October 4, 2022

Pickering

5:02:47 PM

Employee 02108 Furnival, Maggie Smith

| Total Hr | Sun 8/28 | Mon 8/29 | Tue 8/30 | Wed 8/31 | Thu 9/1 | Fri 9/2 | Sat 9/3 |
|-------------------|---|-------------|-------------|-------------|------------|------------|------------|
| 26072.00 003 | Client: City of Diamondhead | | | | | | |
| 89116 | Kolo Ditch Improvements Engineering Design | | | | | | |
| Reg | 2.00 | | 1.00 | 1.00 | | | |
| 8/30 USACE letter | | | | | | | |
| 8/31 USACE letter | | | | | | | |

**INVOICE**

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

City of Diamondhead
 5000 Diamondhead Circle
 Diamondhead, MS 39525

October 6, 2022
 Project No: 26319.00
 Invoice No: 0092049

Client Contact: Mike Reso

Ahuli Drainage Improvements
 Project Number: 26319.00

Professional Services from August 28, 2022 to October 1, 2022

Task 001 Boundary and Topographic Survey

Professional Personnel

| | Hours | Rate | Amount |
|------------------------------------|-------|--------|-----------------|
| SENIOR PROJECT MANAGER (MIN 15 YR) | | | |
| Collins, Michael Blake | 6.00 | 115.00 | 690.00 |
| PROFESSIONAL LAND SURVEYOR | | | |
| Spencer, Piroshka | 6.50 | 98.00 | 637.00 |
| CAD TECHNICIAN | | | |
| McMaster, Jason | 1.75 | 70.00 | 122.50 |
| 1 MAN GPS SURVEY CREW | | | |
| Jenkins, Joe | 10.50 | 150.00 | 1,575.00 |
| Totals | 24.75 | | 3,024.50 |
| Total Labor | | | 3,024.50 |

| Billing Limits | Current | Prior | To-Date |
|------------------------|----------|-----------|------------------|
| Total Billings | 3,024.50 | 13,000.00 | 16,024.50 |
| Limit | | | 13,000.00 |
| Adjustment | | | -3,024.50 |
| Total this Task | | | 0.00 |

Task 002 Wetland Delineation

| Billing Limits | Current | Prior | To-Date |
|------------------------|---------|----------|-------------|
| Total Billings | 0.00 | 4,505.00 | 4,505.00 |
| Limit | | | 6,500.00 |
| Remaining | | | 1,995.00 |
| Total this Task | | | 0.00 |

Task 003 Wetland Permitting Assistance

| Billing Limits | Current | Prior | To-Date |
|----------------|---------|----------|----------|
| Total Billings | 0.00 | 1,360.00 | 1,360.00 |
| Limit | | | 8,000.00 |
| Remaining | | | 6,640.00 |

| | | | | |
|------------------------|----------|-----------------------------|-------------|---------|
| Project | 26319.00 | Ahuli Drainage Improvements | Invoice | 0092049 |
| Total this Task | | | 0.00 | |

Task 004 Engineering Design

Professional Personnel

| | Hours | Rate | Amount | |
|-----------------------------------|-------|--------|--------|---------------|
| SENIOR P.E. (LICENSED >5, <10 YR) | | | | |
| Wagner, Cara | 2.50 | 125.00 | 312.50 | |
| Totals | 2.50 | | 312.50 | |
| Total Labor | | | | 312.50 |

| Billing Limits | Current | Prior | To-Date | |
|------------------------|---------|--------|-----------------|--|
| Total Billings | 312.50 | 465.00 | 777.50 | |
| Limit | | | 23,000.00 | |
| Remaining | | | 22,222.50 | |
| Total this Task | | | \$312.50 | |

Task 005 Project Bidding

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

Task 006 CE&I

| Billing Limits | Current | Prior | To-Date | |
|------------------------|---------|-------|-------------|--|
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 20,000.00 | |
| Remaining | | | 20,000.00 | |
| Total this Task | | | 0.00 | |

Total this Invoice \$312.50

Outstanding Invoices

| Number | Date | Balance |
|--------------|-----------|---------------|
| 0091983 | 9/15/2022 | 972.50 |
| Total | | 972.50 |

| | | | | |
|---------|----------|-----------------------------|---------|---------|
| Project | 26319.00 | Ahuli Drainage Improvements | Invoice | 0092049 |
|---------|----------|-----------------------------|---------|---------|

Billing Backup

Thursday, October 6, 2022

Pickering

Invoice 0092049 Dated 10/6/2022

4:02:16 PM

| | | |
|------|-----|---------------------------------|
| Task | 001 | Boundary and Topographic Survey |
|------|-----|---------------------------------|

Professional Personnel

| | | | Hours | Rate | Amount |
|------------------------------------|------------------------|-----------|-------|------------------------|-------------------|
| SENIOR PROJECT MANAGER (MIN 15 YR) | | | | | |
| 01942 | Collins, Michael Blake | 8/31/2022 | 1.00 | 115.00 | 115.00 |
| 01942 | Collins, Michael Blake | 9/1/2022 | 1.00 | 115.00 | 115.00 |
| 01942 | Collins, Michael Blake | 9/7/2022 | 4.00 | 115.00 | 460.00 |
| PROFESSIONAL LAND SURVEYOR | | | | | |
| 02597 | Spencer, Piroshka | 9/1/2022 | 3.00 | 98.00 | 294.00 |
| 02597 | Spencer, Piroshka | 9/2/2022 | 2.50 | 98.00 | 245.00 |
| 02597 | Spencer, Piroshka | 9/6/2022 | 1.00 | 98.00 | 98.00 |
| CAD TECHNICIAN | | | | | |
| 02575 | McMaster, Jason | 9/1/2022 | 1.75 | 70.00 | 122.50 |
| 1 MAN GPS SURVEY CREW | | | | | |
| 02599 | Jenkins, Joe | 9/1/2022 | 10.50 | 150.00 | 1,575.00 |
| | Totals | | 24.75 | | 3,024.50 |
| | Total Labor | | | | 3,024.50 |
| | | | | Total this Task | \$3,024.50 |

| | | |
|------|-----|--------------------|
| Task | 004 | Engineering Design |
|------|-----|--------------------|

Professional Personnel

| | | | Hours | Rate | Amount |
|-----------------------------------|--------------------|-----------|-------|---------------------------|-------------------|
| SENIOR P.E. (LICENSED >5, <10 YR) | | | | | |
| 02031 | Wagner, Cara | 9/7/2022 | 1.00 | 125.00 | 125.00 |
| 02031 | Wagner, Cara | 9/8/2022 | 1.00 | 125.00 | 125.00 |
| 02031 | Wagner, Cara | 9/26/2022 | .50 | 125.00 | 62.50 |
| | Totals | | 2.50 | | 312.50 |
| | Total Labor | | | | 312.50 |
| | | | | Total this Task | \$312.50 |
| | | | | Total this Project | \$3,337.00 |
| | | | | Total this Report | \$3,337.00 |

Detailed Timesheet for the Period Ending 9/3/2022

Thursday, October 6, 2022

3:47:43 PM

Pickering

Employee 01942 Collins, Michael Blake

| | | Total Hr | Sun 8/28 | Mon 8/29 | Tue 8/30 | Wed 8/31 | Thu 9/1 | Fri 9/2 | Sat 9/3 |
|----------|---------------------------------|--|-------------|-------------|-------------|-------------|------------|------------|------------|
| 26319.00 | Ahuli Drainage Improvements | | | | | | | | |
| 001 | Boundary and Topographic Survey | | | | | | | | |
| 86115 | Reg | 2.00 | | | | 1.00 | 1.00 | | |
| | | Client: City of Diamondhead | | | | | | | |
| | | 8/31 reviewing boundaries, topo, and utilities | | | | | | | |
| | | 9/1 reviewing boundaries, topo, and utilities | | | | | | | |

Detailed Timesheet for the Period Ending 9/10/2022

Thursday, October 6, 2022
3:49:53 PM

Pickering

Employee 01942 Collins, Michael Blake

| | | Total Hr | Sun 9/4 | Mon 9/5 | Tue 9/6 | Wed 9/7 | Thu 9/8 | Fri 9/9 | Sat 9/10 |
|----------|---------------------------------|-------------|------------|------------|------------|------------|------------|------------|-------------|
| 26319.00 | Ahuli Drainage Improvements | | | | | | | | |
| 001 | Boundary and Topographic Survey | | | | | | | | |
| 86115 | Reg | 4.00 | | | | 4.00 | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 9/3/2022

Thursday, October 6, 2022

3:51:31 PM

Pickering

Employee 02597 Spencer, Piroshka L

| | | Total Hr | Sun 8/28 | Mon 8/29 | Tue 8/30 | Wed 8/31 | Thu 9/1 | Fri 9/2 | Sat 9/3 |
|---------------------------|---------------------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|
| 26319.00 | Ahuli Drainage Improvements | | | | | | | | |
| 001 | Boundary and Topographic Survey | | | | | | | | |
| 86115 | Reg | 5.50 | | | | | 3.00 | 2.50 | |
| 9/2 working on boundaries | | | | | | | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 9/10/2022

Thursday, October 6, 2022

3:53:06 PM

Pickering

Employee 02597 Spencer, Piroshka L

| | | Total Hr | Sun 9/4 | Mon 9/5 | Tue 9/6 | Wed 9/7 | Thu 9/8 | Fri 9/9 | Sat 9/10 |
|----------|---------------------------------|-------------|------------|------------|------------|------------|------------|------------|-------------|
| 26319.00 | Ahull Drainage Improvements | | | | | | | | |
| 001 | Boundary and Topographic Survey | | | | | | | | |
| 86115 | Reg | 1.00 | | | 1.00 | | | | |
| | 9/6 tweaking boundaries | | | | | | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 9/3/2022

Thursday, October 6, 2022

3:54:29 PM

Pickering

Employee 02575 McMaster, Jason R

| | | Total Hr | Sun 8/28 | Mon 8/29 | Tue 8/30 | Wed 8/31 | Thu 9/1 | Fri 9/2 | Sat 9/3 |
|--|---------------------------------|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|
| 26319.00 | Ahuli Drainage Improvements | | | | | | | | |
| 001 | Boundary and Topographic Survey | | | | | | | | |
| 86118 | Reg | 1.75 | | | | | 1.75 | | |
| 9/1 Control points for J. Jenkins; field data processing | | | | | | | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 9/3/2022

Thursday, October 6, 2022
3:55:57 PM

Pickering

Employee 02599 Jenkins, Joe

Signed _____

Approved _____

Posted

Profit Center 07:E6:86

26319.00
001Ahuli Drainage Improvements
Boundary and Topographic Survey

Client: City of Diamondhead

86376

Reg
Ovt

| Total Hr | Sun 8/28 | Mon 8/29 | Tue 8/30 | Wed 8/31 | Thu 9/1 | Fri 9/2 | Sat 9/3 |
|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|
| 8.00 | | | | | 8.00 | | |
| 2.50 | | | | | 2.50 | | |

Detailed Timesheet for the Period Ending 9/10/2022

Thursday, October 6, 2022

3:57:41 PM

Pickering

Employee

02031

Wagner, Cara

26319.00
004Ahuli Drainage Improvements
Engineering Design

Client: City of Diamondhead

89206

Reg

| Total Hr | Sun 9/4 | Mon 9/5 | Tue 9/6 | Wed 9/7 | Thu 9/8 | Fri 9/9 | Sat 9/10 |
|-------------|------------|------------|------------|------------|------------|------------|-------------|
| 2.00 | | | | 1.00 | 1.00 | | |

9/7 corr

9/8 survey, help Parker

Detailed Timesheet for the Period Ending 10/1/2022

Thursday, October 6, 2022

3:59:06 PM

Pickering

Employee

02031

Wagner, Cara

| Total Hr | Sun 9/25 | Mon 9/26 | Tue 9/27 | Wed 9/28 | Thu 9/29 | Fri 9/30 | Sat 10/1 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|

26319.00
004

Ahuli Drainage Improvements
Engineering Design

Client: City of Diamondhead

89206

Reg

| | | | | | | | |
|-----|--|-----|--|--|--|--|--|
| .50 | | .50 | | | | | |
|-----|--|-----|--|--|--|--|--|

9/26 corr w/ Ben

**INVOICE****Pickering Firm, Inc.**Facility Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources

126 Rue Magnolia, Biloxi, MS 39530

PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

October 6, 2022

Project No: 25742.00

Invoice No: 0092047

City of Diamondhead
Strategic Initiatives & Project Agreement

Purchase Order # 2020-0489

Professional Services from August 28, 2022 to October 1, 2022**Professional Personnel**

| | Hours | Rate | Amount | |
|-----------------------|-------|--------|----------|-----------------|
| SENIOR ENGINEER | | | | |
| Wagner, Cara | 7.00 | 130.00 | 910.00 | |
| SENIOR DESIGNER | | | | |
| Ballweber, Jeff | 23.00 | 85.00 | 1,955.00 | |
| TECHNICIAN | | | | |
| Navarro-Torres, Iveth | 7.00 | 80.00 | 560.00 | |
| CLERICAL | | | | |
| Lamb, Cynthia | 30.00 | 65.00 | 1,950.00 | |
| Totals | 67.00 | | 5,375.00 | |
| Total Labor | | | | 5,375.00 |

Reimbursable Expenses

| | | | | |
|----------------|----------------------------|---------------------|---------------|---------------|
| PRINTING-REIMB | | | | |
| 9/28/2022 | Magnolia Printing | City of Diamondhead | 162.32 | |
| | Total Reimbursables | 1.15 times | 162.32 | 186.67 |

Billing Limits

| | Current | Prior | To-Date |
|----------------|----------|-----------|-----------|
| Total Billings | 5,561.67 | 10,766.25 | 16,327.92 |
| Limit | | | 35,000.00 |
| Remaining | | | 18,672.08 |

Total this Invoice \$5,561.67**Outstanding Invoices**

| Number | Date | Balance |
|--------------|----------|-----------------|
| 0091925 | 9/8/2022 | 1,890.00 |
| Total | | 1,890.00 |

| | | | | |
|---------|----------|-------------------------------------|---------|---------|
| Project | 25742.00 | Diamondhead - Strategic Initiatives | Invoice | 0092047 |
|---------|----------|-------------------------------------|---------|---------|

Billing Backup

Thursday, October 6, 2022

Pickering

Invoice 0092047 Dated 10/6/2022

3:22:59 PM

Professional Personnel

| | | | Hours | Rate | Amount | |
|----------------------------|-----------------------|---|-------|-------------------|---------------|-------------------|
| SENIOR ENGINEER | | | | | | |
| 02031 | Wagner, Cara | 9/1/2022 | 1.00 | 130.00 | 130.00 | |
| 02031 | Wagner, Cara | 9/13/2022 | 4.00 | 130.00 | 520.00 | |
| 02031 | Wagner, Cara | 9/29/2022 | 2.00 | 130.00 | 260.00 | |
| SENIOR DESIGNER | | | | | | |
| 02003 | Ballweber, Jeff | 9/2/2022 | 2.00 | 85.00 | 170.00 | |
| 02003 | Ballweber, Jeff | 9/6/2022 | 1.00 | 85.00 | 85.00 | |
| 02003 | Ballweber, Jeff | 9/9/2022 | 1.00 | 85.00 | 85.00 | |
| 02003 | Ballweber, Jeff | 9/12/2022 | 1.00 | 85.00 | 85.00 | |
| 02003 | Ballweber, Jeff | 9/13/2022 | 6.00 | 85.00 | 510.00 | |
| 02003 | Ballweber, Jeff | 9/14/2022 | 1.00 | 85.00 | 85.00 | |
| 02003 | Ballweber, Jeff | 9/15/2022 | 1.00 | 85.00 | 85.00 | |
| 02003 | Ballweber, Jeff | 9/19/2022 | 3.00 | 85.00 | 255.00 | |
| 02003 | Ballweber, Jeff | 9/20/2022 | 3.00 | 85.00 | 255.00 | |
| 02003 | Ballweber, Jeff | 9/21/2022 | 2.00 | 85.00 | 170.00 | |
| 02003 | Ballweber, Jeff | 9/28/2022 | 1.00 | 85.00 | 85.00 | |
| 02003 | Ballweber, Jeff | 9/30/2022 | 1.00 | 85.00 | 85.00 | |
| TECHNICIAN | | | | | | |
| 02601 | Navarro-Torres, Iveth | 9/20/2022 | 2.00 | 80.00 | 160.00 | |
| 02601 | Navarro-Torres, Iveth | 9/21/2022 | 5.00 | 80.00 | 400.00 | |
| CLERICAL | | | | | | |
| 02064 | Lamb, Cynthia | 9/8/2022 | 2.00 | 65.00 | 130.00 | |
| 02064 | Lamb, Cynthia | 9/9/2022 | 3.00 | 65.00 | 195.00 | |
| 02064 | Lamb, Cynthia | 9/12/2022 | 6.00 | 65.00 | 390.00 | |
| 02064 | Lamb, Cynthia | 9/13/2022 | 5.00 | 65.00 | 325.00 | |
| 02064 | Lamb, Cynthia | 9/15/2022 | 2.00 | 65.00 | 130.00 | |
| 02064 | Lamb, Cynthia | 9/19/2022 | 3.00 | 65.00 | 195.00 | |
| 02064 | Lamb, Cynthia | 9/22/2022 | 2.00 | 65.00 | 130.00 | |
| 02064 | Lamb, Cynthia | 9/23/2022 | 3.00 | 65.00 | 195.00 | |
| 02064 | Lamb, Cynthia | 9/26/2022 | 1.00 | 65.00 | 65.00 | |
| 02064 | Lamb, Cynthia | 9/27/2022 | 2.00 | 65.00 | 130.00 | |
| 02064 | Lamb, Cynthia | 9/29/2022 | 1.00 | 65.00 | 65.00 | |
| Totals | | | 67.00 | | 5,375.00 | |
| Total Labor | | | | | | 5,375.00 |
| Reimbursable Expenses | | | | | | |
| PRINTING-REIMB | | | | | | |
| AP 0169220 | 9/28/2022 | Magnolia Printing / City of Diamondhead | | | 162.32 | |
| Total Reimbursables | | | | 1.15 times | 162.32 | 186.67 |
| Total this Project | | | | | | \$5,561.67 |
| Total this Report | | | | | | \$5,561.67 |

Detailed Timesheet for the Period Ending 9/3/2022

Tuesday, October 4, 2022

Pickering

4:06:51 PM

| | | | | | | | | | | | | |
|----------------------------|-------------------------------------|-------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|-----------------------------|--|
| Employee | | 02031 | Wagner, Cara | | | | | | | | | |
| | | | Total Hr | Sun 8/28 | Mon 8/29 | Tue 8/30 | Wed 8/31 | Thu 9/1 | Fri 9/2 | Sat 9/3 | | |
| 25742.00 | Diamondhead - Strategic Initiatives | | | | | | | | | | | |
| | 89206 | Reg | 1.00 | | | | | 1.00 | | | Client: City of Diamondhead | |
| 9/1 corr with Jeff / USACE | | | | | | | | | | | | |

Detailed Timesheet for the Period Ending 9/17/2022

Tuesday, October 4, 2022

Pickering

4:10:36 PM

| Employee | | 02031 | Wagner, Cara | | | | | | | | |
|--|-------------------------------------|-------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------------------|
| | | | Total Hr | Sun 9/11 | Mon 9/12 | Tue 9/13 | Wed 9/14 | Thu 9/15 | Fri 9/16 | Sat 9/17 | |
| 25742.00 | Diamondhead - Strategic Initiatives | | | | | | | | | | Client: City of Diamondhead |
| 89206 | Reg | 4.00 | | | 4.00 | | | | | | |
| 9/13 mtg with USACE, HanCO, City, PHWD | | | | | | | | | | | |

Detailed Timesheet for the Period Ending 10/1/2022

Tuesday, October 4, 2022

Pickering

4:11:42 PM

| Employee | 02031 | Wagner, Cara | | | | | | | | | |
|----------|-------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------------------|
| | | | Total Hr | Sun 9/25 | Mon 9/26 | Tue 9/27 | Wed 9/28 | Thu 9/29 | Fri 9/30 | Sat 10/1 | |
| 25742.00 | | Diamondhead - Strategic Initiatives | | | | | | | | | Client: City of Diamondhead |
| 89206 | | Reg | 2.00 | | | | | 2.00 | | | |
| | | 9/29 mtg on project prioritization | | | | | | | | | |

Detailed Timesheet for the Period Ending 9/3/2022

Tuesday, October 4, 2022

4:13:12 PM

Pickering

Employee

02003

Ballweber, Jeff

25742.00

80312

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

Reg

Total
HrSun
8/28Mon
8/29Tue
8/30Wed
8/31Thu
9/1Fri
9/2Sat
9/3

2.00

2.00

9/2 Corps Site Visit/Priorities

Detailed Timesheet for the Period Ending 9/10/2022

Tuesday, October 4, 2022

Pickering

4:14:35 PM

Employee 02003 Ballweber, Jeff

| | | Total Hr | Sun 9/4 | Mon 9/5 | Tue 9/6 | Wed 9/7 | Thu 9/8 | Fri 9/9 | Sat 9/10 |
|----------|-------------------------------------|-------------|------------|------------|------------|------------|------------|------------|-------------|
| 25742.00 | Diamondhead - Strategic Initiatives | | | | | | | | |
| | Client: City of Diamondhead | | | | | | | | |
| 80312 | Reg | 2.00 | | | 1.00 | | | 1.00 | |
| | 9/6 Corps Site Visit Plan | | | | | | | | |
| | 9/9 Site Visit agenda/plans | | | | | | | | |

Detailed Timesheet for the Period Ending 9/17/2022

Tuesday, October 4, 2022

4:15:53 PM

Pickering

Employee

02003

Ballweber, Jeff

25742.00

80312

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

Reg

9.00

| Total Hr | Sun 9/11 | Mon 9/12 | Tue 9/13 | Wed 9/14 | Thu 9/15 | Fri 9/16 | Sat 9/17 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | 1.00 | 6.00 | 1.00 | 1.00 | | |

9/12 Site Visit Review

9/14 Wolf/Jourdan Summit

9/15 Corps Follow-Up

Detailed Timesheet for the Period Ending 9/24/2022

Tuesday, October 4, 2022

4:17:14 PM

Pickering

Employee

02003

Ballweber, Jeff

25742.00

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

80312

Reg

| Total Hr | Sun 9/18 | Mon 9/19 | Tue 9/20 | Wed 9/21 | Thu 9/22 | Fri 9/23 | Sat 9/24 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 8.00 | | 3.00 | 3.00 | 2.00 | | | |

9/19 Funding/Follow-up
 9/20 funding/DC/Summit
 9/21 funding and DC

Detailed Timesheet for the Period Ending 10/1/2022

Tuesday, October 4, 2022
4:18:37 PM

Pickering

| Employee | 02003 | Ballweber, Jeff | | | | | | | | |
|----------|-------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | | Total Hr | Sun 9/25 | Mon 9/26 | Tue 9/27 | Wed 9/28 | Thu 9/29 | Fri 9/30 | Sat 10/1 |
| 25742.00 | | Diamondhead - Strategic Initiatives | | | | | | | | |
| | 80312 | Reg | 2.00 | | | | 1.00 | | 1.00 | |
| | | 9/28 Follow-up/funding | | | | | | | | |
| | | 9/30 Funding/DC | | | | | | | | |

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 9/24/2022

Tuesday, October 4, 2022

4:28:51 PM

Pickering

Employee

02601

Navarro-Torres, Iveth J

| | | Total Hr | Sun 9/18 | Mon 9/19 | Tue 9/20 | Wed 9/21 | Thu 9/22 | Fri 9/23 | Sat 9/24 |
|----------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 25742.00 | Diamondhead - Strategic Initiatives | | | | | | | | |
| | Client: City of Diamondhead | | | | | | | | |
| 89116 | Reg | 7.00 | | | 2.00 | 5.00 | | | |
| | 9/20 Cost estimate and sketch | | | | | | | | |
| | 9/21 Cost estimate and sketch | | | | | | | | |

Detailed Timesheet for the Period Ending 9/10/2022

Tuesday, October 4, 2022

4:21:58 PM

Pickering

Employee 02064 Lamb, Cynthia A

Signed _____

Approved _____

Posted

Profit Center 07:E2:82

25742.00

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

82520

Reg

| Total Hr | Sun 9/4 | Mon 9/5 | Tue 9/6 | Wed 9/7 | Thu 9/8 | Fri 9/9 | Sat 9/10 |
|-------------|------------|------------|------------|------------|------------|------------|-------------|
| 5.00 | | | | | 2.00 | 3.00 | |

Detailed Timesheet for the Period Ending 9/17/2022

Tuesday, October 4, 2022

Pickering

4:22:59 PM

Employee 02064 Lamb, Cynthia A

Signed _____

Approved _____

Posted

Profit Center 07:E2:82

25742.00

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

82520

Reg

| Total Hr | Sun 9/11 | Mon 9/12 | Tue 9/13 | Wed 9/14 | Thu 9/15 | Fri 9/16 | Sat 9/17 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 13.00 | | 6.00 | 5.00 | | 2.00 | | |

Detailed Timesheet for the Period Ending 9/24/2022

Tuesday, October 4, 2022
4:24:16 PM

Pickering

Employee 02064 Lamb, Cynthia A

Signed _____

Approved _____

Posted

Profit Center 07:E2:82

25742.00

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

82520

Reg

| Total Hr | Sun 9/18 | Mon 9/19 | Tue 9/20 | Wed 9/21 | Thu 9/22 | Fri 9/23 | Sat 9/24 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 8.00 | | 3.00 | | | 2.00 | 3.00 | |

Detailed Timesheet for the Period Ending 10/1/2022

Tuesday, October 4, 2022

Pickering

4:25:25 PM

Employee 02064 Lamb, Cynthia A

Signed _____

Approved _____

Posted

Profit Center 07:E2:82

| | | Total Hr | Sun 9/25 | Mon 9/26 | Tue 9/27 | Wed 9/28 | Thu 9/29 | Fri 9/30 | Sat 10/1 |
|----------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 25742.00 | Diamondhead - Strategic Initiatives | | | | | | | | |
| 82520 | Reg | 4.00 | | 1.00 | 2.00 | | 1.00 | | |

Client: City of Diamondhead

COMMERCIAL LEASE AGREEMENT

THIS AGREEMENT made, entered into and executed this the _____ day of October, 2022, by and between Purcell Co., Inc. (hereinafter "Lessor"), and City of Diamondhead, Mississippi, (hereinafter "Lessee"). Lessor and Lessee contract and agree as follows:

1. Lessor hereby leases unto Lessee the following land located within the City of Diamondhead, and any improvements thereon (hereinafter "the leased property"): Tax Parcel 132J-10-002.39 more particularly described on Exhibit "A" attached hereto and made a part hereof.
2. The term of this lease shall be for a primary term of one (1) year, commencing on November 1, 2022, and expiring at midnight on October 31, 2023, unless extended as provided for herein. This lease can be extended automatically at the end of the primary term for a second term of one (1) year and for additional one (1) year terms thereafter until terminated by either party as provided herein.
3. During the primary term, Lessee shall pay to Lessor, as rental, the sum of One Dollar (\$1.00) per year, in advance, on or before the first day of the lease term.
4. The leased property, which Lessee accepts in its "AS IS, WHERE IS" condition, may be used for the following purposes and for no other purposes: Sponsored Events held by the City of Diamondhead, Mississippi, including but not limited to: City BBQ Contest; Cruisin' the Coast; festivals; or other lawful purpose approved by Lessor. Lessee shall provide security for all Sponsored Events held by the City of Diamondhead, Mississippi.
5.
 - (A) Indemnity: Lessor and Lessee shall indemnify, defend, and hold harmless the other as follows:
 - (i) Lessee shall indemnify, defend and hold Lessor harmless from any and all losses, fines, suits, damages, expenses, claims, demands and actions of any kind resulting from its (including its employees, guests, invitees) negligence, breach, or violation or non-performance of any condition hereof.
 - (ii) Lessor shall indemnify, defend and hold Lessee harmless from any and all losses, fines, suits, damages, expenses, claims, demands and actions of any kind resulting from its negligence, breach, or violation or non-performance of any condition hereof.
 - (B) Insurance: Lessee shall, during the entire term of the Lease keep in full force and effect a policy of public liability insurance with respect to the Property. Such coverage shall include a broad form general liability endorsement. The policy shall contain a clause that the Lessee will not cancel or change the insurance without first giving the Lessors ten (10) days prior written notice.
6. Lessee shall be allowed to install utilities (water, electricity, etc.) on the property and Lessee shall pay for all water, electricity, and other utilities used on the premises. Upon the termination of this Lease, Lessee shall remove all utilities and return the property to its original state.
7. Alterations and Repairs: Lessee shall maintain the property to include cutting grass, picking up litter and other common upkeep. Lessee shall be allowed to spread dirt and sand on property to keep property in usable condition. All repairs and maintenance are to be made by Lessee at Lessee's expense; provided, however, that Lessee shall not be responsible for repairs and maintenance for bulkheads on canals.
8. Lessee will keep the leased property in a clean and wholesome condition and will comply at all times with all lawful health and police regulations.

Lessee shall promptly comply with all of the ordinances of the City of Diamondhead, Hancock County, Mississippi, or of any other governmental body applicable for said premises and to all ordinances and requirements enforced by the state board of health, sanitary, fire or police departments of the City of

Diamondhead for the correction, prevention and abatement of nuisances in and about or connected with the Property because of Lessee's use thereof during the term of this Agreement, all at Lessee's expense. Lessee shall provide for the removal of its own trash, waste paper, boxes and cartons and shall not permit any accumulation of such materials. Lessee shall not engage in any act which shall constitute a nuisance.

9. If Lessee shall make default in the payment of the rent, or any part thereof or any other sums due under the terms hereof, when due as herein provided, or in any of the other covenants, agreements, conditions or undertakings herein contained, and such default shall continue for thirty days after notice thereof in writing to Lessee, or if (a) any proceeding under the bankruptcy act of the United States is begun by or against the Lessee, and an order of adjudication, or order approving the petition, be entered in such proceedings, or (b) a receiver or trustee is appointed for substantially all of the Lessee's business or assets, or (c) if Lessee shall make an assignment for the benefit of creditors, or (d) if Lessee shall vacate or abandon the leased property, then, and in any such event, it shall be lawful for the Lessor, at his election, to declare the term hereof ended and to re-enter the leased property, and to repossess and enjoy the said premises and any buildings and improvements situated thereon without such a re-entry and repossession working a forfeiture of the rents to be paid and the covenants to be performed by the Lessee during the full term of this agreement. If any default shall be made in any covenant, agreement, condition, or undertaking which cannot with due diligence be cured within a period of 30 days, and if notice thereof in writing shall have been given to the Lessee, and if the Lessee, prior to the expiration of 30 days from and after the giving of such notice, shall commence to satisfy the cause of such default and shall proceed diligently and with reasonable dispatch to take all steps and do all work required to cure such default, then the Lessor shall not have the right to declare said term ended by reason of such default; provided, however, that the curing of any default in such manner shall not be construed to limit or restrict the right of Lessor to declare the said term ended and enforce all of their rights and remedies hereunder for any other default not so cured.

The foregoing provision for the termination of this lease for any default in any of its covenants shall not operate to exclude or suspend any other remedy of the Lessor for breach of any of said covenants, or for the recovery of said rent for the full term, and in the event of the termination or default in any of the terms of this lease as aforesaid.

In addition to the above termination provision, either party may elect to terminate for any reason or no reason and at any time with thirty (30) days written notice to be provided to the other party. Notwithstanding the termination provision set forth herein above, the parties agree that the thirty (30) day termination provision will not start until January 1, 2023.

10. Lessee shall permit Lessor and his agents to enter the Property at all reasonable times for any of the following purposes to inspect the same: (i) to maintain the property, (ii) to make repairs to the Property as the Lessor is obligated or may elect to make, and (iii) to post notices of non-responsibility for alterations or additions or repairs.
11. If Property, including improvements thereon, are damaged by fire or other casualty through no fault of the Lessee or its employees, invitees or guests, Lessee shall have the exclusive right and option to either terminate this Agreement or reconstruct and/or repair the said damaged improvements and continue this Lease under its terms and conditions as if no such casualty occurred by giving written notice to Lessor of Lessee's intention to so continue this Lease within thirty (30) days after the date of said damage or casualty. In the event that Lessee so elects to continue this Lease, any insurance proceeds payable as a result of said fire or casualty shall be first applied to pay the reconstruction or repair of said improvements, and any balance of such insurance proceeds after payment of said reconstruction or repair shall be paid to whoever owns the insurance policy under which payment is made. In the event that the damage is caused by Lessee or its employees, guests or invitees, Lessee shall be liable to repair such damage at its sole cost and expense.
12. If, during the term of this Agreement, the Property shall be taken or condemned, either in whole or part, by competent authorities for public or quasi-public use, Lessee shall have the option to terminate this Agreement as of the date of taking. If Lessee elects not to terminate this Agreement, then this Agreement shall continue in full force and effect.

13. It is understood and agreed that the relationship of the parties hereto is strictly that of Lessor and Lessee and that the Lessor have no ownership in the Lessee's enterprise and the Agreement shall not be construed as a joint venture or partnership. The Lessee is not and shall not be deemed to be an agent or representative of the Lessor.
14. All covenants, conditions and agreements and undertakings contained in this Agreement shall extend to and be binding on the respective heirs, successors and assigns of the respective parties hereto the same as if they were in every case named and expressed.
15. It is further understood and agreed by and between the Lessor and Lessee that, on account of breach or default by either party of any of their obligations hereunder, it shall become necessary for the other party to employ and/or consult with an attorney to give advice, or to enforce or demand any of either party's rights or remedies hereunder, then, and in any such event, the defaulting or breaching party shall pay all attorney fees, court costs and other expenses occasioned by such default(s) or breach(es).
16. Written notice to Lessee, all rent checks and all notices from Lessee to Lessor shall be served or sent to:

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

Until further written notice to Lessors, all notices from Lessors to Lessee shall be served or sent to Lessee at the following address:

Artis E. James, Jr., President
Purcell Co., Inc.
4401 E. Aloha Drive
Diamondhead, MS 39525

All notices to be given under this Agreement shall be in writing and shall be served personally or sent by United States certified or registered mail.
17. This Agreement contains all of the agreements and conditions made between the parties hereto and may not be modified orally or in any other manner other than by agreement in writing signed by all parties hereto or their respective successors in interest.
18. If any section, paragraph, sentence or portion of this Agreement or the application thereof to any party or circumstance shall, to any extent, be or become invalid or illegal, such provision is and shall be null and void, but, to the extent that said null and void provisions do not materially change the overall agreement and intent of this entire agreement, the remainder of this Agreement shall not be affected thereby and each remaining provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
19. This Agreement shall be governed in accordance with the laws of the State of Mississippi.
20. Lessee shall have the right to make such alterations and improvements to the Property as it deems necessary or desirable upon giving written notice of same to Lessors and first obtaining Lessor's written approval. Such alterations and improvements shall comply with all applicable construction laws and regulations and shall conform generally with the existing improvements on the Property. The Lessee shall keep the Property free from any and all liens arising out of the work performed or materials furnished in making such improvements. Lessee shall be responsible for payment of the costs of any said improvements to the Property.
21. Lessee is responsible for its own security upon the leased premises, and hereby agrees to indemnify, defend and hold Lessor harmless from any and all claims or suits asserted against Lessor arising from an absence of or inadequate security procedures or personnel.

22. Conditioned upon Lessee's agreement to indemnify, defend and hold Lessor harmless from any and all liability arising out of or in any way related to the distribution, sale, and/or consumption of alcohol on the leasehold premises, Lessor does not object to Lessor's allowing the lawful sale or consumption of alcohol on the leasehold premises.

WITNESS the signatures of the parties, this the ____ of October, 2022.

LESSOR:

PURCELL CO., INC.

By: Artis E. James, Jr.

Artis E. James, Jr., President

LESSEE:

CITY OF DIAMONDHEAD

By: _____

Jon McCraw, City Manager



MEMORANDUM OF UNDERSTANDING

This document constitutes a MEMORANDUM OF UNDERSTANDING (MOU) made and entered into with Pearl River Community College, herein referred to as PRCC and The City of Diamondhead.

The MOU promotes higher education opportunities at Pearl River Community College, for eligible participants who reside in the City of Diamondhead. The Fiscal Year 2023 allocation shall not exceed a total of \$5,000.00 which will be used for tuition assistance to eligible participants who reside in The City of Diamondhead.

The PRCC County Tuition Assistance Program (CTAP) will provide tuition for four consecutive semesters of higher education at PRCC. Through the CTAP program, applicants may pursue any degree or certificate offered at PRCC. There will be no income requirements on the grant being offered. Non-tuition related expenses such as supplies, books, fees and room and board are not included in the tuition assistance program.

High School Equivalency (HSE) certificate recipients that are residents of The City of Diamondhead are also eligible. These students must matriculate into the credit bearing classes during the semester immediately following the completion of the HSE certificate of the very next semester when the desired program is scheduled to begin. Proof of residency may be required. Participation in this program is contingent upon the availability of program funding. Award amounts are subject to change. The CTAP amount is a possible maximum of the current costs of tuition.

All students must complete the CTAP application prior to receiving any tuition assistance. All CTAP awards will be based on other aid received and are subject to CTAP program guidelines.

This Memorandum of Understanding shall be effective upon the signatures of all parties.

Adam Breerwood, President
Pearl River Community College

Jon McCraw, City Manager
City of Diamondhead

Chiniche Engineering & Surveying

407 HWY 90
Bay St. Louis, MS
39520

228-467-6755

jason@jjc-eng.com



Item No. 10.

Invoice

| | |
|-----------|------------|
| Date | 10/25/2022 |
| Invoice # | 17-057-153 |

Bill To

City of Diamondhead
5000 Diamondhead Circle
Atten: Jeanne Klein, MS

Project

Noma Drive Dredging

| Item | Description | Serviced | Qty | Rate | Amount |
|--------------------------------|----------------|------------|------|--------|--------|
| 17-057-2021 Cad | plan updates | 10/4/2022 | 6 | 70.00 | 420.00 |
| 17-057-2021 Cad | plan updates | 10/5/2022 | 2 | 70.00 | 140.00 |
| 17-057-2021 Cad | quantities | 10/12/2022 | 6.5 | 70.00 | 455.00 |
| 17-057-2021 Spec Tech | update reports | 10/12/2022 | 0.25 | 65.00 | 16.25 |
| 17-057-2021 Cad | plan updates | 10/13/2022 | 9 | 70.00 | 630.00 |
| 17-057-2021 Principal Engineer | project review | 10/19/2022 | 1.5 | 162.00 | 243.00 |

3% Transaction fee for all credit/debit payments.

1% Service Charge on all accounts over 30 days

Balance Due

\$1,904.25

Chiniche Engineering & Surveying

407 HWY 90
Bay St. Louis, MS
39520

228-467-6755

jason@jjc-eng.com



Item No.10.
Invoice

| | |
|-----------|------------|
| Date | 10/25/2022 |
| Invoice # | 17-057-154 |

| |
|---------|
| Bill To |
|---------|

| |
|---|
| City of Diamondhead 5,000 Diamonhead Circle Diamondhead, MS Atten: Jeannie Klein |
|---|

| |
|---------|
| Project |
|---------|

| |
|----------------------|
| Canal Dredging Calcs |
|----------------------|

| Item | Description | Serviced | Qty | Rate | Amount |
|---------------------------------|------------------------------|------------|-----|--------|--------|
| 17-057-2021 Cad | canal dredging point file | 10/14/2022 | 4 | 70.00 | 280.00 |
| 17-057-2021 Cad | dredging point file clean up | 10/17/2022 | 9 | 70.00 | 630.00 |
| 17-057-2021 Cad | point file clean up | 10/18/2022 | 9 | 70.00 | 630.00 |
| 17-057-2021 Cad | point file | 10/19/2022 | 7.5 | 70.00 | 525.00 |
| 17-057-2021 Senior Professional | Canal Dredging | 10/19/2022 | 1 | 145.00 | 145.00 |
| 17-057-2021 Cad | cross section | 10/20/2022 | 7.5 | 70.00 | 525.00 |
| 17-057-2021 Principal | project review | 10/19/2022 | 1 | 162.00 | 162.00 |

3% Transaction fee for all credit/debit payments.

1% Service Charge on all accounts over 30 days

Balance Due

\$2,897.00

City of Diamondhead
Budget Adjustments
For the Fiscal Year Ending September 30, 2022

| Budget Entry | | | | Adjustment | | Description |
|---------------------|------------------------------|-----------------------------------|------------------|----------------|--------------|--------------------------|
| <u>No. (InCode)</u> | <u>Account</u> | <u>Account Name</u> | <u>Acct Type</u> | <u>Amount</u> | | |
| 2022-052 | Legislative | | | | | |
| 2022-052 | 001-100-490.00 | Unemployment | | \$12.58 | | FY22 year end adjustment |
| | 001-100-410.00 | salaries | | (\$12.58) | | FY22 year end adjustment |
| | Court Dept. | | | | | |
| | 001-110-410.00 | salaries | Expense | \$2,450.00 | 2,450.00 | FY22 year end adjustment |
| | 001-110-420.00 | salaries non-admin | Expense | \$760.00 | 760.00 | FY22 year end adjustment |
| | 001-110-465.00 | Rtmt Match | Expense | \$71.00 | 71.00 | FY22 year end adjustment |
| | 001-110-470.00 | SS Match | Expense | \$135.00 | 135.00 | FY22 year end adjustment |
| | 001-110-623.00 | Medi Match | Expense | \$35.00 | 35.00 | FY22 year end adjustment |
| | 001-110-480.00 | Health Life | Expense | \$585.00 | 585.00 | FY22 year end adjustment |
| | 001-110-603.00 | Prof. Legal | Expense | (\$4,036.00) | (4,036.00) | FY22 year end adjustment |
| | Administration | | | | | |
| | 001-140-490.00 | Unemployment | Expense | \$75.00 | 75.00 | FY22 year end adjustment |
| | 001-140-480.00 | Health Life | Expense | (\$75.00) | (75.00) | FY22 year end adjustment |
| | Public Works | | | | | |
| | 001-301-900.00 | Capital Outlay - Land | Expense | \$37,550.00 | 37,550.00 | FY22 year end adjustment |
| | 001-301-912.00 | Capital Outlay - Streets/Drainage | Expense | (\$37,550.00) | (37,550.00) | FY22 year end adjustment |
| | Infrastructure Modernization | | | | | |
| | 104-301-602.00 | Professional Fees- Engineer | Expense | \$89,400.00 | 89,400.00 | FY22 year end adjustment |
| | 104-301-912.00 | Capital Outlay-Streets/Drainage | Expense | (\$89,400.00) | (89,400.00) | FY22 year end adjustment |
| | GCRF-FY21 | | | | | |
| | 156-653-602.00 | Professional Fees -Engineer | Expense | \$347,900.00 | 347,900.00 | FY22 year end adjustment |
| | 156-653-912.00 | Capital Outlay-Streets/Drainage | Expense | (\$347,900.00) | (347,900.00) | FY22 year end adjustment |

Agenda Item #2022-041

City of Diamondhead, MS
Request for Council Action

TO: Mayor/Council/City ClerkFROM: Councilmember Ward 3 – John CumberlandDATE: 10/21/22

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

AGENDA LOCATION: ☒ Consent Agenda ☐ Regular Agenda


AGENDA DATE REQUESTED 11/1/2022

ORDINANCE/RESOLUTION CAPTIONS or ISSUE:

Motion to approve participation in the Hancock Resource Center's Christmas toy drive and using city outreach resources to announce City Hall as designated drop-off location.

REQUIRED SIGNATURE

REQUESTED BY:



COUNCIL ACTION:

☐ Approved
 ☐ Denied
 ☐ Tabled/Deferred
 ☐ Info Only

Completed:

Agenda Item #2023-042

City of Diamondhead, MS
Request for Council Action

TO: Council

FROM: Mayor

DATE: 10-24-2022

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

AGENDA LOCATION: ☐ Consent Agenda ☐ Regular Agenda

AGENDA DATE REQUESTED

11-01-2022

ORDINANCE/RESOLUTION CAPTIONS or ISSUE:

Discussion and/or possible action regarding drainage on Diamondhead Drive North, Amoka, Kaleki (Way, Ct.), and Ieke Drive. RCA 09-06-2022 – RCA 11-01-2022.

REQUIRED SIGNATURE

REQUESTED BY:

Mayor Nancy Depree

COUNCIL ACTION:

☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Info Only

Completed:

Agenda Item #2022-_____

City of Diamondhead, MS
Request for Council Action

TO: CouncilFROM: MayorDATE: 10-24-2022
☐ Ordinance ☐ Resolution ☐ Agreement ☐ Info Only ☐ Work Session ☒ Other
AGENDA LOCATION: ☐ Consent Agenda ☐ Regular Agenda

AGENDA DATE REQUESTED

11-01-2022

ORDINANCE/RESOLUTION CAPTIONS or ISSUE:

Motion for the 3rd Annual Dog Park Day to be held on Saturday, April 1, 2023, Harbor Circle on the south side of Diamondhead.

REQUIRED SIGNATURE

REQUESTED BY:



COUNCIL ACTION:

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

Agenda Item #2022-2023-050

City of Diamondhead, MS
Request for Council Action

TO: CouncilFROM: MayorDATE: 10-24-2022

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

AGENDA LOCATION: ☐ Consent Agenda ☐ Regular Agenda

AGENDA DATE REQUESTED 11-01-2022

ORDINANCE/RESOLUTION CAPTIONS or ISSUE:

Motion for Diamondhead Steering Committee to utilize the Chapel area in City Hall (minus the Judge's Chambers) for a pilot Diamondhead Senior Center on Monday, Tuesday, Wednesday, and Thursday.

REQUIRED SIGNATURE

REQUESTED BY:

Mayor Nancy Deprec

COUNCIL ACTION:

☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Info Only

Completed:



Diamondhead Senior Village

Pilot Study

Diamondhead Steering Committee

January 2023 – June 2023

Purpose:

To listen and respond to the needs and concerns of seniors living in Diamondhead.

Focus:

Is to provide recreation, resources and methods to connect with others.

Participants: Age 60 and older.

Plan:

- Host events such as art, music, bingo, senior fitness, health and safety seminars, senior fairs, tai chi, theater and dance.
- Collect Village Partners.

Location:

- Chapel, unlike activity room, will allow a secure place for supplies to be setup without having to take down and put back up daily.
- Events 2-3 hours per day – One or two days a week, maximum 4 days per week

Groundwork:

- Committee will clean out chapel.
- Committee will setup chapel.
- Coordinate with Village Partners.
- Schedule events with village partners.
- Committee will keep chapel clean and organized.
- Events will be documented and analyzed to determine what resources are needed.
- No cost to the city.

Mission Statement



The mission of the Diamondhead Senior Village is to enable senior Diamondhead residents to age in place as well as possible, for as long as possible, with dignity, joy and respect.

Diamondhead Demographics

- Persons 65 years and over, percent 28.0% - 2,668

Diamondhead Senior Village Data

- Over 100 Diamondhead Residents have signed up to participate

Theresa Pettijohn – Why the pilot study is needed

Sarah Shelton – Events

Penny Crawford– Preparation of Space

Mary Coyne-Jackson– Diamondhead Senior Village survey results



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

TO: Mayor, City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

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

DATE: October 28, 2022

SUBJECT: Recommendation from Planning Commission Sketch Plat for Structures of Diamondhead, LLC Townhouses at Highpoint Subdivision

Structures of Diamondhead, Inc. represented by Jimmy Grotkowski has submitted a Sketch Plat for "Townhouses at Highpoint" for review, consideration, and approval. The Sketch Plat is a 17-lot single-family attached townhouse unit subdivision on a 2.08 Acre tract of land, being 067L-0-35-089.000. The subject property is in PT SE1/4-NE1/4 35-7-14. The property is bordered on three sides by Highpoint Drive and homes along Golf Club on the southwest. The property is zoned R-3, high density single family residential.

The townhouses will be individually platted for sale and are not apartments. Renting is allowed by right (short-term by permit). From a zoning perspective, they are the same as Highpoint with the same uses permitted. The development meets the Zoning Ordinance and Subdivision Regulations requirements, and no variances are required. The required legal notice was published in The Sea Coast Echo and mailed to property owners within 400' of the development.

At its regular meeting on October 25, 2022, the Planning Commission voted 6-1 to recommend approving the Sketch Plat with the following conditions:

1. The developer is responsible for any off-site drainage improvements.
2. Provide Fire Department access road to storage area.
3. Adjust the property lines to remove city streets from parcel.



Commissioner Bennett
 Commissioner Brewer
 Commissioner Cook
 Commissioner Debrow
 Commissioner Flowers
 Commissioner Layel
 Commissioner Nicaud

AGENDA PLANNING AND ZONING COMMISSION

Tuesday, October 25, 2022

6:00 PM CST

Council Chambers, City Hall
 and via teleconference, if necessary

Call to Order

Statement of Purpose

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

Pledge of Allegiance

Roll Call

Confirmation or Adjustments to Agenda

Approval of Minutes

2. Approval of September 27, 2022 minutes.

New Business

3. Structures of Diamondhead, Inc. represented by Jimmy Grotkowski has submitted a Sketch Plat for "Townhouses at Highpoint" for review, consideration, and approval. The Sketch Plat is a 17-lot single-family attached townhouse unit subdivision on a 2.08 Acre tract of land, being 067L-0-35-089.000. The subject property is in PT SE1/4-NE1/4 35-7-14. The property is bordered on three sides by Highpoint Drive and homes along Golf Club on the southwest.
4. Elliott Homes, LLC. represented by Josh Fleming has submitted a request for a variance from the Subdivision Regulations (Article 308.6) to allow the construction of a cul-de-sac 723 feet in length. The variance requested is 123 feet. The property address is the proposed Hahalua Lane at Diamondhead Lakes Drive in the Diamondhead Lakes subdivision. The tax parcel number is 067L-0-35-012.000. The maximum length of a cul-de-sac is 600 feet. The variance requested is 123 square feet. The Case File Number is 202200448.
5. Craig Bergeron has filed an application requesting a variance from the Zoning Ordinance (Article 4.5.5 G) to allow the construction of a 1,706 square foot residence on a lot designated 2,000 square foot minimum. The variance requested is 294 square feet. The property address is 6410 Huko Court. The tax parcel number is 131D-2-13-009.000. The property is in a R-1 zoning district. The minimum square footage for this lot is 2,000. The variance requested is 294 square feet. The Case File Number is 202200450.

Unfinished Business



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

Phone: (228) 222.4626

FAX: (228) 222-4390

www.diamondhead.ms.gov

STAFF REPORT TO PLANNING COMMISSION

DATE: October 17, 2022

CASE FILE NUMBER: 202200264

APPLICANT: Structures of Diamondhead, LLC

TAX PARCEL NUMBER: 067L-0-35-089.000

PHYSICAL STREET ADDRESS:

ZONING DISTRICT: R-3 High-Density Single-Family Home

TYPE OF APPLICATION: Sketch Plat Approval

DATE OF PUBLIC HEARING BEFORE PLANNING COMMISSION: October 25, 2022

ACTION BY THE PLANNING COMMISSION:

FINDINGS: The Planning Commission may recommend approval, conditional approval, or denial.

RECOMMENDATION TO PLANNING COMMISSION: To **approve** the sketch plat as petitioned.

The staff recommends **approval** of the sketch plan based on the following findings of fact.

Per the Site Plan/Zoning Compliance Review, all conditions for approval are met.

Pat Rich

From: Pat Rich
Sent: Thursday, October 27, 2022 3:21 PM
To: sandra gray
Subject: RE: Development near Highpoint

Good afternoon Ms. Gray,

Thank you for the additional comments/suggestions. I will forward them to Jimmy Grotkowski.

Respectfully,

J. Pat Rich
 Development Coordinator

City of Diamondhead
 5000 Diamondhead Circle
 Diamondhead, MS 39525
 228-242-1613

From: sandra gray <skg1202@yahoo.com>
Sent: Thursday, October 27, 2022 3:13 PM
To: Pat Rich <prich@diamondhead.ms.gov>
Subject: Development near Highpoint

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

Hello again Mr. Rich,

I think we obtained a lot of info at the meeting Tuesday evening.

A few of the owners here are wondering if the builder has considered another option for the layout of this development.

It has been suggested that a road be built that crosses the property from one entrance into HP over to the other, bordering the back of those homes on GCD. Then they would have their own entrance and exit and their parking places would be on the interior of the property.

I said I would email you about this idea.

Many are skeptical about the privacy we could lose having this development so close to HP.

There are questions about the use of our parking spaces for their over flow parking.

I hope the builder, Jimmy will consider placing a dumpster for his tenants/owners further way from ours since we do have an odor problem that we deal with.

Thank you for your time and any input.

Sandra Gray

President HTPOA Board

[Sent from Yahoo Mail on Android](#)

Planning and Zoning Committee

Diamondhead, MS 39525

October 25, 2022

Committee Members,

Thank you for listening to our concerns regarding the new development located in between the entrances into Highpoint Townhomes POA at 200 Highpoint Drive, Diamondhead, MS

Here is a list of questions that the Highpoint Board and other interested owners would like to ask this committee at this time.

1. We are requesting that another name be chosen instead of "Townhomes of Highpoint." Our community, Highpoint Townhomes POA, was developed and built in the 80s; we are a well-established and well-known private community, and we prefer that our name or any likeness to our name, not be associated with any other development.
2. We would like to emphasize with the P/Z Committee our desire to see the builder leave plenty of green spaces and trees. Our own surrounding community has lots of trees and green spaces that make Highpoint a more enjoyable place to live.
3. In what areas will the contractor park employee/company vehicles? Our parking is limited.
4. Where will the building supplies be housed?
5. What time of day will construction be allowed? We are a quiet community.
6. Where will the contractor keep debris contained and off Highpoint property?
7. Where will the dumpster(s) for the new community be located?
8. This new development will increase the traffic in and out of both entrances into Highpoint. The second entrance can be a dangerous exit because the driver's view of the oncoming traffic on Golf Club Drive doesn't always slow down, even though there's a warning sign a little further down the road. Perhaps the city should give special consideration to this entrance/exit to GCD.
9. Will the P/Z committee allow the builder to house 7 units in one building?

Thank you,

Highpoint Townhomes Property Owners' Association Board and other residents.

My name is Cindy Sievert. My mother, Joanne Sievert, and I live at 77109 Golf Club Dr. Our lots #7 and #8 are part of the southern border of the Townhomes at Highpoint development.

First of all, we acknowledge the owner of the planned Townhomes at Highpoint development has the right to develop the land as allowed by existing laws, codes and approvals.

We also acknowledge that prior owners of our property at 77109 Golf Club Dr, have extended the "back yard", onto Townhomes at Highpoint development property by clearing some trees/underbrush and planting lawn, trees and other decorative shrubs and features. We and prior owners have benefited from the unauthorized use of this property.

We have some thoughts and concerns regarding the drainage and landscaping of the planned Townhomes at Highpoint development.

1. We request the developer to consider slightly re-positioning and/or re-shaping the drainage retention pond to hopefully save the "island" of trees and shrubs behind our house.
2. We are used to not seeing the existing pump house in the southwest corner of the development, and ask the developer to not be clear cut the trees and under-shrubs, leaving a natural woods around the existing pump house.
3. We also ask the developer to save as many trees as possible and consider leaving the natural woods between the condos and the houses along Golf Club Drive in its natural state, to provide as much privacy between the condos and landowners on the southern development boundary.
4. During heavy rains both the proposed development land and the Golf Club Drive area, flow onto our southwest property line of Lot 7. The drainage floods a sizeable area on our property and takes several days to drain. Our neighbors, Del and Mary Pearl at 77107 Golf Club Dr have an overflow drain installed on their property near Golf Club Dr. The drainage from our Lot 7 flows over the Pearl's driveway before entering the existing drain on their property. We see the current plans include a proposed installation of a 15" drainage pipe by the City of Diamondhead along the southwest Lot 7 line. We would like to meet with the planning/development department about this drainage problem to determine a way to fix the flooding on our property.

Thank you for your time. We invite the owners of the Townhomes at Highpoint development and the planning/development department to meet with us at our home at any time to personally walk our lots and discuss our concerns.

Cindy Sievert 509-954-6006
Joanne Sievert 509-991-5076



City of Diamondhead

Item No.17.

5000 Diamondhead Circle, Diamondhead, MS 39525

Phone: (228) 222.4626

FAX: (228) 222-4390

www.diamondhead.ms.gov

Site Plan / Zoning Compliance Review

ADDRESS: TBD Highpoint Drive

AD VALOREM TAX PARCEL NUMBER: 067L-0-35-089.00

LEGAL: SE ¼ of NE ¼ Section 35 and SW ¼ of NW ¼ of Section 36, Township 7 South, Range 14 West, Hancock County, Mississippi

SPECIAL FLOOD HAZARD AREA: X

| | | |
|-------------------------|-------------------|-------------------------------------|
| ZONING DISTRICT: | R-3 | PROVIDED |
| MAX BLDG HEIGHT: | 35' | 22.5' |
| MAX BLDG SITE COVERAGE: | 70% | 45% |
| MINIMUM LOT AREA: | 33,000 SF * | 90,604.8 SF (2.08 acres) |
| FRONT YARD SETBACK: | 20' | 30.8' |
| SIDEYARD SETBACK: | 10' | 57' |
| SIDEYARD SETBACK: | 10' | 58.5' |
| REAR YARD SETBACK: | 20' | 74' |
| MINIMUM LIVING AREA: | 950 SF | 1,292 SF Conditioned 1,429 SF Total |
| MINIMUM LOT WIDTH: | 60' | 293.66' |
| MAXIMUM DWELLING UNITS: | 17 – 8.5 per acre | 17 |
| MINIMUM PARKING SPACES: | 34 - 2 per unit | 34 |

*Lot area calculation: 6,000 for first two units, 1,800 per unit for remaining 15 units.

DRAINAGE: awaiting reply from city engineer.

FIRE DEPARTMENT: A fire apparatus access road is needed for the storage building. One more hydrant needs to be added around units E-J. – (From Fire Chief Michael Munger)

RESIDUAL DENSITY OF TREES: Sixty-three (63) trees of any species are required on site. Live oaks and southern magnolias are protected species and cannot be removed without prior approval.

OTHER SITE ISSUES: You shall have effective erosion control measures, port-a-john, and a dumpster before the start of construction. Parking spaces must be concrete or asphalt.

APPROVED:

DENIED:

Beau King, Building Inspector 10-11-2022

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

Structures of Diamondhead, Inc. represented by Jimmy Grotkowski has submitted a Sketch Plat for "~~Townhomes~~ at Highpoint" for review, consideration, and approval.

Townhouses

The Sketch Plat is a 17-lot single-family attached townhouse unit subdivision on a 2.08 Acre tract of land, being 067L-0-35-089.000. The subject property is in PT SE1/4-NE1/4 35-7-14. The property is bordered on three sides by Highpoint Drive and homes along Golf Club on the southwest.

The Planning Commission shall review and submit a recommendation to the City Council.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, October 25, 2022, 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 the Building Department at the above address and/or at 228-222-4626.



Parcels
067L-0-35-
089.000

Parcel Number: 067L-0-35-089.000

Owner Name: STRUCTURES OF

Owner Address: P O BOX 6326

Owner City, State ZIP:

DIAMONDHEAD, MS 39525

Physical Address: 0

Improvement Type:

Year Built:

Base Area:

Adjusted Area:

Actual Total Value:

Taxable Total Value:

Estimated Tax:

Homestead Exemption: No

Deed Book: 2019

Deed Page: 886

Close

Export

Print Labels

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INDEXING INSTRUCTIONS: SE ¼ of NE ¼ of Section 35, Township 7, South,
Range 14 West, Hancock County, Mississippi, and
SW ¼ of the NW ¼ of Section 36, Township 7 South,
Range 14 West, Hancock County, Mississippi

EXHIBIT "A"

A parcel of land lying in the SE ¼ of the NE ¼ of Section 35, Township 7 South, Range 14 West and in the SW ¼ of NW ¼ of Section 36, Township 7 South, Range 14 West, Hancock County, Mississippi; commencing at the northeast corner of Lot 6, Block 2, Unit 7, Phase 1, Diamondhead Subdivision, the Point of Beginning; thence N 64° 54' 16" W 46.41' to a point; thence N 11° 36" E 160.0' to a point; thence N 66° 24' 47" E 171.58' to a point; thence N 23° 30' E 140.65' to a point; thence S 39° 45' 51" E 297.02' to a point of intersection with the northwest boundary of a 50.0' right-of-way between Lot 10 and Lot 11, Block 2, Unit 7, Phase 1, Diamondhead Subdivision; thence southwesterly along said right-of-way boundary to the northern corner of said Lot 10; thence southwesterly along the northwest boundary of said Lot 10 a distance of 100.5' to the northern corner of Lot 9, Block 2, Unit 7, Phase 1, Diamondhead Subdivision; thence southwesterly along the northwest boundary of said Lot 9 a distance of 82.4' to the northern corner of Lot 8, Block 2, Unit 7, Phase 1, Diamondhead Subdivision; thence southwesterly along the northwest boundary of said Lot 8 a distance of 95.0' to the northern corner of Lot 7, Block 2 Unit 7, Phase 1, Diamondhead Subdivision; thence southwesterly along the northwest boundary of said lot 7 a distance of 95.0' to a point of intersection with the northern boundary line of Lot 6, Block 2, Unit 7, Phase 1, Diamondhead Subdivision; thence N 40° 25' W 90.0' to the Point of Beginning, LESS AND EXCEPT any streets situated thereon as now laid out and improved which were conveyed to the Diamondhead Country Club and Property Owners Association, Inc. by Purcell Co., Inc. by Special Warranty Deed dated September 11, 1985, recorded in Book AA 97 at Page 577 of the land records in the Office of the Chancery Clerk of Hancock County, Bay St. Louis, Mississippi, which streets were subsequently conveyed by Diamondhead Country Club and Property Owners Association, Inc. and Purcell Co., Inc. by Deed of Dedication to the City of Diamondhead on January 7, 2013, recorded in Book 2013 at Page 372 of said land records.



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

TO: Mayor, City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: October 28, 2022

SUBJECT: Elliott Homes Cul-de-sac Variance Request

Elliott Homes, LLC. represented by Josh Fleming has submitted a request for a variance from the Subdivision Regulations (Article 308.6) to allow the construction of a cul-de-sac on Hahalua Lane, 723 feet in length. The variance requested is 123 feet. Hahalua Lane is in Phase 2 of Diamondhead Lakes Subdivision.

Subdivision Regulations (Article 308.6) states "No street terminating with a cul-de-sac shall exceed 600' in length unless a variance is granted." On November 2, 2021, the Council adopted the 2018 Edition of the Family of the International Code Council (ICC). The Subdivision Regulations have not been updated to reflect this adoption. The 2018 Edition increases the length to 750' with a variance. You will notice there is another agenda item requesting the Planning Commission to hold a public hearing for the purpose of adopting a Text Amendment to effect this change. The Fire Chief supports this change.

At its regular meeting on October 25, 2022, the Planning Commission voted 3 yes and 4 abstaining on the motion to recommend approving the variance as requested. Therefore, the motion did not pass and comes to you without a recommendation from the Planning Commission. The staff recommendation is to approve the variance as requested based on the findings above. The required legal notices were published and mailed to property owners within 400'.



Commissioner
Commissioner Brewer
Commissioner Cook
Commissioner Debrow
Commissioner Flowers
Commissioner Layel
Commissioner Nicaud

AGENDA PLANNING AND ZONING COMMISSION

Tuesday, October 25, 2022

6:00 PM CST

Council Chambers, City Hall
and via teleconference, if necessary

Call to Order

Statement of Purpose

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

Pledge of Allegiance

Roll Call

Confirmation or Adjustments to Agenda

Approval of Minutes

2. Approval of September 27, 2022 minutes.

New Business

3. Structures of Diamondhead, Inc. represented by Jimmy Grotkowski has submitted a Sketch Plat for "Townhouses at Highpoint" for review, consideration, and approval. The Sketch Plat is a 17-lot single-family attached townhouse unit subdivision on a 2.08 Acre tract of land, being 067L-0-35-089.000. The subject property is in PT SE1/4-NE1/4 35-7-14. The property is bordered on three sides by Highpoint Drive and homes along Golf Club on the southwest.
4. Elliott Homes, LLC. represented by Josh Fleming has submitted a request for a variance from the Subdivision Regulations (Article 308.6) to allow the construction of a cul-de-sac 723 feet in length. The variance requested is 123 feet. The property address is the proposed Hahalua Lane at Diamondhead Lakes Drive in the Diamondhead Lakes subdivision. The tax parcel number is 067L-0-35-012.000. The maximum length of a cul-de-sac is 600 feet. The variance requested is 123 square feet. The Case File Number is 202200448.
5. Craig Bergeron has filed an application requesting a variance from the Zoning Ordinance (Article 4.5.5 G) to allow the construction of a 1,706 square foot residence on a lot designated 2,000 square foot minimum. The variance requested is 294 square feet. The property address is 6410 Huko Court. The tax parcel number is 131D-2-13-009.000. The property is in a R-1 zoning district. The minimum square footage for this lot is 2,000. The variance requested is 294 square feet. The Case File Number is 202200450.

Failed
3- for
4- Abstain

Unfinished Business



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

Phone: (228) 222.4626

FAX: (228) 222-4390

www.diamondhead.ms.gov

STAFF REPORT TO PLANNING COMMISSION

DATE: October 17, 2022

CASE FILE NUMBER: 202200448

APPLICANT: Elliott Homes, LLC

TAX PARCEL NUMBER: 067L-0-35-012.000

PHYSICAL STREET ADDRESS: Hahalua Lane

ZONING DISTRICT: R-2 Medium Density Single Family Home

TYPE OF APPLICATION: Variance from Subdivision Regulations

NATURE OF REQUEST: To allow a cu-de-sac 723' in length. The variance requested is 123'.

DATE OF PUBLIC HEARING BEFORE PLANNING COMMISSION: October 25, 2022

ACTION BY THE PLANNING COMMISSION:

FINDINGS: The Planning Commission may recommend granting a variance provided affirmative findings of fact are made on each of the following criteria:

- A. That special conditions and circumstances exist which are peculiar to the land. By way of example, special conditions or circumstances peculiar to land could include irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions.
- B. That special conditions and circumstances do not result from the actions of the applicant.
- C. That granting the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands, similarly situated.
- D. 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.

NOTES: In recommending that any variance be granted, the Planning Commission may prescribe appropriate conditions and safeguards in conformity with these regulations. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of these regulations.

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

The staff recommends approving the variance based on the following findings of fact. In researching the reasoning for the 600' restriction, Michael Munger, Fire Chief of the Diamondhead Fire Protection District advised this appears to be a legacy ordinance because years ago, a fire truck would typically carry 600' of supply hose. That is no longer the case and the 2018 International Fire Code, which was adopted by the city November, 2021, states special conditions are only required when the cul-de-sac exceeds 750'. This is a case where the Subdivision Regulations have not been updated with the 2018 ICC codes.

Pat Rich

From: Ben Benvenuti <bvenuti@cce.ms>
Sent: Monday, October 17, 2022 4:41 PM
To: Ronald Jones
Cc: Beau King; Pat Rich
Subject: RE: Variance Request cul de sac exceed 600'; DH lakes.pdf

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

Mr. Ron,

We recently received correspondence on this from the Fire Chief which is to be included in the subdivision regulations update. The information provided from the Fire Chief is in the International Fire Code (IFC) 2018 for criteria on cul-de-sacs that exceed 600'. The IFC criteria is shown below for reference.

I would recommend approval of the variance provided the roadway satisfies the IFC criteria. 26 ft roadway with a 120-foot hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac.

TABLE D103.4 REQUIREMENTS FOR DEAD-END FIF

| LENGTH (feet) | WIDTH (feet) | |
|---------------|--------------|--|
| 0–150 | 20 | None required |
| 151–500 | 20 | 120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in |
| 501–750 | 26 | 120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in |
| Over 750 | | Specia |

For SI: 1 foot = 304.8 mm.

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

Elliott Homes, LLC. represented by Josh Fleming has submitted a request for a variance from the Subdivision Regulations (Article 308.6) to allow the construction of a cul-de-sac 723 feet in length. The variance requested is 123 feet.

The property address is the proposed Hahalua Lane at Diamondhead Lakes Drive in the Diamondhead Lakes subdivision. The tax parcel number is 067L-0-35-012.000. The maximum length of a cul-de-sac is 600 feet. The variance requested is 123 square feet. The Case File Number is 202200448.

The Planning Commission shall review and submit a recommendation to the City Council.

The Planning and Zoning Commission will consider this application at its next regularly scheduled meeting on **Tuesday, October 25, 2022, 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 the Building Department at the above address and/or at 228-222-4626.

DIAMONDHEAD FIRE PROTECTION DISTRICT

4440 KALANI DRIVE, DIAMONDHEAD MS 39525

October 5, 2022

Ron Jones
Building Official
City of Diamondhead

Re: Cul-de-sac Variance

Mr. Jones,

I do not see anything in the fire code that prohibits a cul-de-sac over 600 feet. It looks like that is a legacy ordinance in most jurisdictions based on fire trucks typically carrying 600' of supply hose years ago. There is an issue with turnarounds. For very long dead ends, it would be beneficial to have a turnaround roughly midway both for speed in response, and as a redundant capability in the event the cul-de-sac at the end is blocked for some reason. I think the addition of a turnaround would be a reasonable request to approve the variance. Any of the approved styles of turnarounds in Appendix D of the IFC would be acceptable (note the proposed site plan shows the cul-de-sac as 70' and the code requires 96').

Very Sincerely,



Michael O. Munger
Fire Chief
Diamondhead Fire Protection District

Diamondhead
Lakes 1 Ph

Item No. 18.



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

APPLICATION FOR VARIANCE REQUEST

Case Number: _____

Date September 23, 2022

Applicant: Josh Fleming

Applicant's Address: 1402 Pass Road, Gulfport, MS 39501

Applicant's Email Address: jfleming@myelliotthome.com

Applicant's Contact Number: (Home) N/A (Work) 1-844-289-3554 (Cell) 228-257-9914

Property Owner: Elliott Land Development, LLC

Owner's Mailing Address: 1402 Pass Road, Gulfport, MS 39501

Owner's Email Address brandon@myelliotthome.com

Owner's Contact Number: (Home) N/A (Work) 1-844-289-3554 (Cell) 228-257-9914

Tax Roll Parcel Number: 067L-0-35-012.000

Physical Street Address: _____

Legal Description of Property: _____

Zoning District: R-2 (single-family residential)

State Purpose of Variance: (Front/Side/Rear/Lot Size/Parking/Building/Coverage)
(Signage-Size-Height) Per paragraph 308.6, No street terminating in a cul-de-sac shall exceed 600' in length unless a variance is granted. Our proposed Halalua Lane exceeds 600'. We are requesting a variance to keep the proposed layout of Hahalua Lane as shown.

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.
See attached
- 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: *See attached*
- 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.

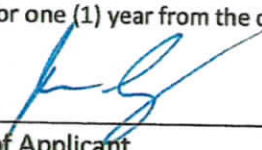
That additional information may be required by the Planning Commission prior to final disposition.

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 October 25th, 2022 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 Elliott Land Development, LLC

Proposed Hahalua Lane intersecting Diamondhead Lakes Drive
Street Address within the proposed Diamondhead Lakes subdivision.

Statement Describing Variance Request

Per paragraph 308.6, No street terminating in a cul-de-sac shall exceed 600' in length unless a variance is granted. Our proposed Hahalua Lane is 723'. We are requesting a variance to keep the proposed Hahalua Lane as is.

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: The variances being requested only affects the land in question and non other surrounding or similar properties.

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: No, literal interpretation of the zoning ordinance does not 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?

Response: No, this circumstance is caused by aiming to please the residents that live adjacent to the proposed subdivision property along Diamondhead Drive West by installing a cul-de-

sac instead of a T-intersection with the proposed Hahalua Lane and the existing Diamondhead Drive West.

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

Response: This varinace does not give any special privilages or rights shared by owners of similar properties. This variance will only allow for a road ending in a cul-de-sac to be greater than 600' in lenght.



5000 Diamondhead Circle · Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

TO: Mayor, City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

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

DATE: October 28, 2022

SUBJECT: 6410 Huko Court Minimum Square Footage Variance Request

Craig Bergeron has filed an application requesting a variance from the Zoning Ordinance (Article 4.19) to allow the construction of a 1,706 square foot residence on a lot designated 2,000 square foot minimum. The variance requested is 294 square feet.

At its regular meeting on October 25, 2022, the Planning Commission voted 7-0 to recommend approving a 200 square foot variance. This will allow an 1,800 square foot to be built which is what was approved for the new area next to him. The public notice was published and mailed to property owners within 400'. They were no objections to the variance.



Commissioner Item No. 19.
Commissioner Brewer
Commissioner Cook
Commissioner Debrow
Commissioner Flowers
Commissioner Layel
Commissioner Nicaud

AGENDA PLANNING AND ZONING COMMISSION

Tuesday, October 25, 2022

6:00 PM CST

Council Chambers, City Hall
and via teleconference, if necessary

Call to Order

Statement of Purpose

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

Pledge of Allegiance

Roll Call

Confirmation or Adjustments to Agenda

Approval of Minutes

2. Approval of September 27, 2022 minutes.

New Business

3. Structures of Diamondhead, Inc. represented by Jimmy Grotkowski has submitted a Sketch Plat for "Townhouses at Highpoint" for review, consideration, and approval. The Sketch Plat is a 17-lot single-family attached townhouse unit subdivision on a 2.08 Acre tract of land, being 067L-0-35-089.000. The subject property is in PT SE1/4-NE1/4 35-7-14. The property is bordered on three sides by Highpoint Drive and homes along Golf Club on the southwest.
4. Elliott Homes, LLC. represented by Josh Fleming has submitted a request for a variance from the Subdivision Regulations (Article 308.6) to allow the construction of a cul-de-sac 723 feet in length. The variance requested is 123 feet. The property address is the proposed Hahalua Lane at Diamondhead Lakes Drive in the Diamondhead Lakes subdivision. The tax parcel number is 067L-0-35-012.000. The maximum length of a cul-de-sac is 600 feet. The variance requested is 123 square feet. The Case File Number is 202200448.
5. Craig Bergeron has filed an application requesting a variance from the Zoning Ordinance (Article 4.5.5 G) to allow the construction of a 1,706 square foot residence on a lot designated 2,000 square foot minimum. The variance requested is 294 square feet. The property address is 6410 Huko Court. The tax parcel number is 131D-2-13-009.000. The property is in a R-1 zoning district. The minimum square footage for this lot is 2,000. The variance requested is 294 square feet. The Case File Number is 202200450.

*Approved
200 / variance
7-0*

Unfinished Business



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

Phone: (228) 222.4626

FAX: (228) 222-4390

www.diamondhead.ms.gov

STAFF REPORT TO PLANNING COMMISSION

DATE: October 17, 2022

CASE FILE NUMBER: 20220045

APPLICANT: Craig Bergeron

TAX PARCEL NUMBER: 131D-2-13-009.000

PHYSICAL STREET ADDRESS: 6410 Huko Court

ZONING DISTRICT: R-1 Low-Density Single-Family Home

TYPE OF APPLICATION: Variance

NATURE OF REQUEST: Allow 1,706 square foot residence on a lot designated 2,000 square foot minimum. The variance requested is 294 square feet.

DATE OF PUBLIC HEARING BEFORE PLANNING COMMISSION: October 25, 2022

ACTION BY THE PLANNING COMMISSION:

FINDINGS: The Planning Commission may recommend granting a variance provided affirmative findings of fact are made on each of the following criteria:

- A. That special conditions and circumstances 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. By way of example, special conditions or circumstances peculiar to land could include irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions.
- 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.
- C. That special conditions and circumstances do not result from the actions of the applicant.
- 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.
- 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.
- F. The Variance would observe the spirit of the Ordinance and would not change the character of the district.
- G. The Variance would observe the spirit of the Comprehensive Plan.
- H. That the Variance requested will not result in any change in use or density of the subject property.
- I.

NOTES: In recommending that any variance be granted, the Planning Commission may prescribe appropriate conditions and safeguards in conformity with the zoning ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the zoning ordinance and punishable as determined within the zoning ordinance.

Under no circumstances shall the Planning Commission or Mayor and City Council grant a variance to allow a use not permissible under the terms of the zoning ordinance in the district involved, or any use expressly or by implication prohibited by the terms of the zoning ordinance in said district.

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

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

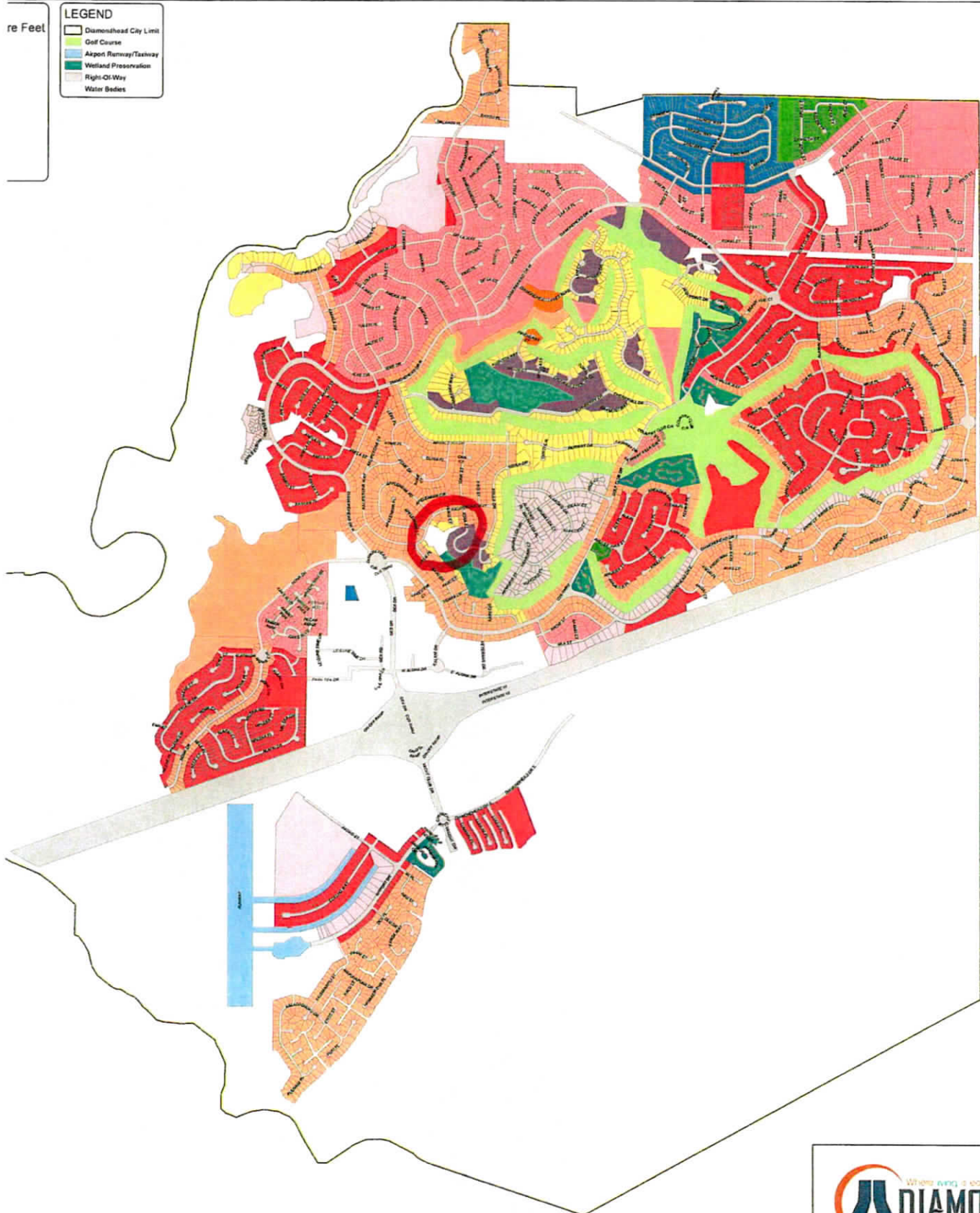
- A. That special conditions and circumstances *do not* exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district.
- B. That literal interpretation of the provisions of this title *would not* deprive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

This lot was designated a 2,000 square foot minimum in 2012. The lots adjoining it to the west are all 2,000 square foot minimums. At the time the property was purchased, September, 2020, it 2,000 square foot minimum. The lot fronts property owned by the POA which is part of the unnamed body of water on Kalipekona Way. The proposed house plans show an unfinished 2nd story which if finished, would meet the minimum requirements. Reducing the minimum square footage will not represent the least modification possible.





Minimum Square Footage Requirements City of Diamondhead, Mississippi





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

APPLICATION FOR VARIANCE REQUEST

Case Number: 202200450

Date 9/23/22

Applicant: CRAIG J. BERGERON

Applicant's Address: 2368 COELHO WAY DIAMONDHEAD MS 39525

Applicant's Email Address: CJB4LSU@YAHOO.COM

Applicant's Contact Number: (Home) — (Work) (985) 641 8430 (Cell) (985) 768 0075

Property Owner: CRAIG J. BERGERON

Owner's Mailing Address: 2368 COELHO WAY DIAMONDHEAD MS 39525

Owner's Email Address CJB4LSU@YAHOO.COM

Owner's Contact Number: (Home) — (Work) (985) 641 8430 (Cell) (985) 768 0075

Tax Roll Parcel Number: 131D-2-13-009.000

Physical Street Address: 6410 HUKU COURT DIAMONDHEAD MS 39525

Legal Description of Property: LOT 11, BLOCK 12, UNIT 10, DIAMONDHEAD, PHASE 2,

Zoning District: R1 - LOW DENSITY SINGLE FAMILY

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

WOULD LIKE TO REQUEST THAT MY MINIMUM SQUARE FOOTAGE (DWELLING)
BE REDUCED TO SAME MINIMUMS OF NEIGHBORING PARCELS
IN AREA THAT ARE NOT LOCATED ON GOLF COURSE OR
WATER FRONT. REQUEST IS TO HAVE MINIMUMS OF 2000' SQ FT
REDUCED TO SURROUNDING MINIMUM OF 1400'. SAID PROPERTY
WILL BE 1706' HEATED AND 2' UNDER BEAM.

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 October 25, 2022 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 AProperty Owner CRAIG J BERGERONStreet Address 6410 HUKO CT. DIAMONDHEAD MS 39525

Statement Describing Variance Request

THE MINIMUM SQUARE FOOT REDUCTION IS TO MATCH / COMPLIMENT
NEIGHBORING PARCELS IN AREA THAT ARE NOT LOCATED ON
ANY PORTIONS OF THE GOLF COURSE AS WELL AS NOT NEAR WATERFRONT.
CURRENT MINIMUM OF 2000' REDUCED TO 1400'
 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: THIS REQUEST WILL ONLY HAVE AN EFFECT
ON LISTED PROPERTY ONLY. SQUARE FOOTAGE WOULD
BE 1706' HEATED / 2936' UNDER BEAM.

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

Response: VARIANCE WILL NOT INTERFERE WITH SURROUNDING
PARCELS. THE SQUARE FOOTAGE WILL COMPLIMENT / MATCH
THE SURROUNDING PARCELS NOT LOCATED ON WATERFRONT OR GOLF COURSE

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

Response: CIRCUMSTANCES HAVE NOT BEEN CAUSED BY APPLICANT

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

Response: NO SPECIAL PRIVILEGES WILL BE RECEIVED BY
THE OWNER. WE ARE ONLY ASKING THAT WE BE
ABLE TO BUILD AT SIMILAR SQUARE FOOTAGE MINIMUMS.



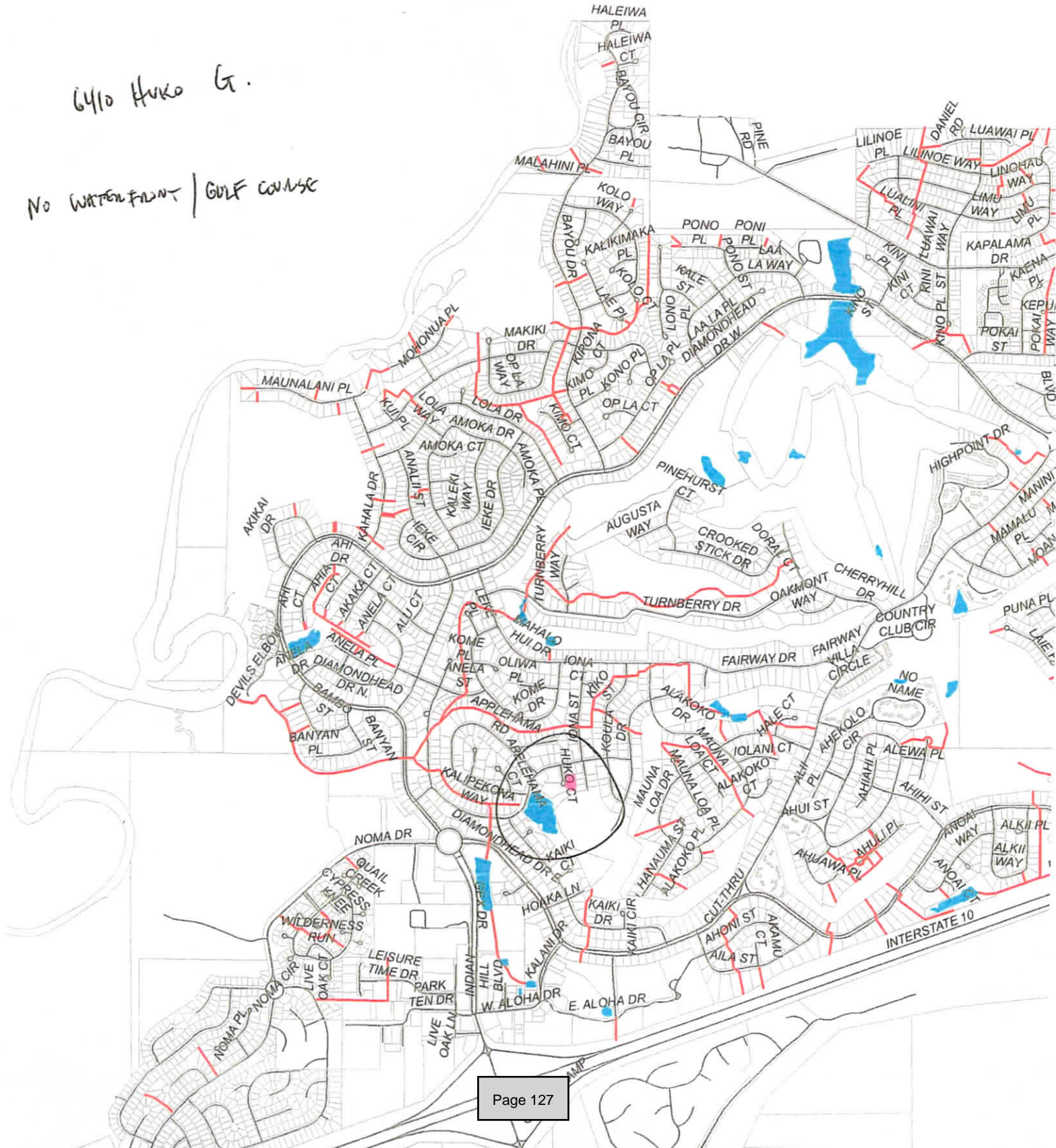
CARL BERGERON
985 768 0075

Item No. 19.

LARGE DITCHES & RETENTION PONDS

6410 Huko G.

No WATER FRONT / GOLF COURSE



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

4.5.56
↑

Craig Bergeron has filed an application requesting a variance from the Zoning Ordinance (Article ~~4.19~~) to allow the construction of a 1,706 square foot residence on a lot designated 2,000 square foot minimum. The variance requested is 294 square feet.

The property address is 6410 Huko Court. The tax parcel number is 131D-2-13-009.000. The property is in a R-1 zoning district. The minimum square footage for this lot is 2,000. The variance requested is 294 square feet. The Case File Number is 202200450.

In accordance with the Comprehensive Zoning Ordinance Article 2.6.4, the Planning Commission may recommend to the Mayor and City Council a variance be granted as the variance was applied for or in a modified form or subject to conditions or the application may be denied. A variance may be revocable, may be granted for a limited time, 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, October 25, 2022, 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 the Building Department at the above address and/or at 228-222-4626.



City of Diamondhead, MS

Docket of Claims Register - Item No.21.

APPKT01838 - 11.01.22 DOCKET

By Vendor Name

| Docket/Claim # | Vendor Name | Payable Date | Payable Number | Payable Description | Account Number | Account Name | Line Amount | Payment Amount |
|----------------|---------------------------------------|--------------|----------------|--|----------------|--|-------------|----------------|
| DKT230153 | AGJ | 11/01/2022 | MSP-99575 | MONTHLY IT SUBSCRIPTIONS | 001-140-605.00 | Professional Fees - IT | 250.00 | 2,269.10 |
| | | | | | 001-140-605.00 | Professional Fees - IT | 1,923.60 | |
| | | | | | 001-140-605.00 | Professional Fees - IT | 36.00 | |
| | | | | | 001-140-605.00 | Professional Fees - IT | 59.50 | |
| | | | | | | | | |
| DKT230154 | Axon Enterprises Inc | 11/01/2022 | INUS108572 | TASER RECERTIFICATION | 001-200-918.00 | Capital Outlay - Officer's Equipment | 7,343.11 | 7,343.11 |
| | | | | | | | | |
| DKT230155 | BANCORPSOUTH BANK | 11/01/2022 | 721964 | COPIER LEASE AGREEMENT -- 13 OF 48 | 001-800-820.07 | Note Principal Payment - Copier Lease Purch 2021 | 434.69 | 475.00 |
| | | | | | 001-800-830.07 | Note Interest Payment - Copier Lease Purch 2021 | 40.31 | |
| | | | | | | | | |
| DKT230156 | BRAD CALDWELL | 11/01/2022 | BBQ2022 | COMPETITION REFUND | 001-140-650.00 | Promotions | 50.00 | 50.00 |
| | | | | | | | | |
| DKT230157 | Cash | 11/01/2022 | BBQ22 | CASH PRIZES & CHANGE FUND | 001-653-650.00 | Promotions | 2,500.00 | 3,100.00 |
| | | | | | 001-000-016.10 | Event Cash/Change Drawer | 600.00 | |
| DKT230158 | Coast Electric Power Association | 11/01/2022 | 10/18/22-026 | MONTHLY ELECTRIC BILL | 001-301-630.00 | Utilities - Streetlights & Other | 50.51 | 50.51 |
| | | | | | | | | |
| DKT230159 | Covington Civil and Environmental LLC | 11/01/2022 | 16175.08-42 | WORK ASSIGNMENT #12-- STORMWATER MASTER PLAN | 190-000-602.00 | Professional Fees - Engineering | 2,943.60 | 2,943.60 |
| | | | | | | | | |
| DKT230160 | Cspire Internet Service | 11/01/2022 | 690858-38 | INTERNET & PHONE RENTAL FOR THE MONTH OF OCTOBER | 001-140-612.00 | Internet | 641.72 | 641.72 |
| | | | | | | | | |
| DKT230161 | Diamondhead True Value | 11/01/2022 | A411893 | PVC PIPING | 001-301-584.00 | Plastic Pipe | 185.60 | 501.07 |
| | | | | | 001-301-584.00 | Plastic Pipe | 64.45 | |
| | | | | | 001-301-584.00 | Plastic Pipe | 59.05 | |
| | | | | | 001-301-586.00 | Street Signs | 191.97 | |
| | | | A412354 | GALVANIZED PIPE | | | | |

Docket of Claims Register - Council

APPKT01838 - 1 Item No.21. T

| Docket/Claim # | Vendor Name | Payable Date | Payable Number | Payable Description | Account Number | Account Name | Line Amount | Payment Amount |
|----------------|---|--------------|------------------|-------------------------------------|----------------|--|-------------|----------------|
| DKT230162 | Diamondhead Water and Sewer District | 11/01/2022 | 11/10/22-0021-01 | WATER | 001-301-630.00 | Utilities - Streetlights & Other | 23.95 | 6,478.39 |
| | | | 11/10/22-020-01 | | 001-140-630.00 | Utilities - General | 166.50 | |
| | | | | | 001-140-630.00 | Utilities - General | 83.25 | |
| | | | 11/10/22-170-01 | | 001-301-630.00 | Utilities - Streetlights & Other | 370.59 | |
| | | | 11/10/22-2075 | | 001-301-630.00 | Utilities - Streetlights & Other | 23.95 | |
| | | | 11/10-2070 | | 001-301-630.00 | Utilities - Streetlights & Other | 23.95 | |
| | | | 11/10-2080 | | 001-301-630.00 | Utilities - Streetlights & Other | 74.75 | |
| | | | 11/10-830 | | 001-301-630.00 | Utilities - Streetlights & Other | 23.95 | |
| | | | 701 | GENERAL MATTERS -- OCTOBER | 001-140-603.00 | Professional Fees - Legal | 5,687.50 | |
| DKT230163 | FRIENDS OF ANIMAL SHELTER IN HANCOCK COUNTY | 11/01/2022 | FY23 | SUPPORT ALLOCATIONS | 001-140-704.00 | Appropriations - General | 500.00 | 500.00 |
| DKT230164 | Fuelman | 11/01/2022 | NP63097765 | FOR THE WEEK ENDING 10.16.22 | 001-200-525.00 | Fuel | 839.62 | 1,810.37 |
| | | | | | 001-280-525.00 | Fuel | 75.22 | |
| | | | NP63127994 | FOR THE WEEK ENDING 10/23/22 | 001-200-525.00 | Fuel | 895.53 | |
| DKT230165 | Galls LLC | 11/01/2022 | 022332355 | POLICE BOOTS | 001-200-501.00 | Supplies | 462.40 | 462.40 |
| DKT230166 | GAVIN BEECH | 11/01/2022 | BBQ2022 | BBQ FEST BAND - SONS OF UH | 001-653-650.00 | Promotions | 1,200.00 | 1,200.00 |
| DKT230167 | GULF COAST CHRISTIAN WOMEN'S JOB CORPS MAGDALENE HOU: | 11/01/2022 | FY23 | SUPPORT APPROPRIATIONS | 001-140-704.00 | Appropriations - General | 1,000.00 | 1,500.00 |
| | | | | | 001-140-704.00 | Appropriations - General | 500.00 | |
| DKT230168 | Hancock County Human Resource Agency | 11/01/2022 | FY23 | SUPPORT APPROPRIATIONS | 001-140-704.00 | Appropriations - General | 2,000.00 | 2,500.00 |
| | | | | | 001-140-704.00 | Appropriations - General | 500.00 | |
| DKT230169 | Hancock County Tourism Development Bureau | 11/01/2022 | FY23 | SUPPORT APPROPRIATIONS | 001-140-704.00 | Appropriations - General | 1,000.00 | 1,000.00 |
| DKT230170 | HANCOCK RESOURCE CENTER | 11/01/2022 | FY23 | SUPPORT APPROPRIATIONS | 001-140-704.00 | Appropriations - General | 500.00 | 500.00 |
| DKT230171 | James J Chiniche PA Inc | 11/01/2022 | 17-057-153 | NOMA DRIVE DREDGING | 158-000-602.00 | Professional Fees - Engineering Tidelands FY21 | 1,904.25 | 4,801.25 |
| | | | 17-057-154 | CANAL DREDGING QUANTITY DEVELOPMENT | 001-301-602.00 | Professional Fees - Engineering | 2,897.00 | |

Docket of Claims Register - Council

APPKT01838 - 1 Item No.21.

| Docket/Claim # | Vendor Name | Payable Date | Payable Number | Payable Description | Account Number | Account Name | Line Amount | Payment Amount |
|----------------|-------------------------------------|--------------|---------------------|---|----------------|--|-------------|----------------|
| DKT230172 | Law offices of Derek R Cusick PLLC | 11/01/2022 | 702 | PLANNING AND ZONING -- | 001-280-603.00 | Professional Fees - Legal | 4,875.00 | 8,312.50 |
| | | | 703 | CITY PROSECUTOR -- OCTOBER | 001-110-603.00 | Professional Fees - Legal | 3,000.00 | |
| | | | 704 | LADNER VS CODH -- OCTOBER | 001-280-603.00 | Professional Fees - Legal | 437.50 | |
| DKT230173 | Machado Patano PLLC | 11/01/2022 | 14309 | DIAMONDHEAD PARK | 160-550-602.00 | Profesional Fees - Engineer -DMR-Twin Lakes Pier | 6,250.00 | 6,812.50 |
| | | | 14310 | WORK ASSIGNMENT #03 -- HILO STREET DRAINAGE | 190-000-602.00 | Professional Fees - Engineering | 562.50 | |
| DKT230174 | Moran Hauling Inc | 11/01/2022 | 6 | EAST ALOHA IMPROVEMENT PROJECT PHASE #001 | 117-301-912.00 | Capital Outlay - Streets & Drainage-MDA East Aloha | 6,038.58 | 6,038.58 |
| DKT230175 | Pickering Firm Inc | 11/01/2022 | 0092047 | Strategic Initiatives & Project Agreement | 001-301-601.00 | Professional Fees - Consulting | 5,561.67 | 6,471.67 |
| | | | 0092048 | KOLO CT DITCH IMPROVEMENTS | 190-000-602.00 | Professional Fees - Engineering | 597.50 | |
| | | | 0092049 | AHULI DRAINAGE IMPROVEMENTS | 190-000-602.00 | Professional Fees - Engineering | 312.50 | |
| DKT230176 | S&L Office Supplies | 11/02/2022 | 103060 | OFFICE SUPPLIES | 001-200-501.00 | Supplies | 20.95 | 20.95 |
| DKT230177 | Sea Coast Echo | 11/01/2022 | 10/19/22 | NOTICE TO TAXPAYERS | 001-140-620.00 | Advertising | 20.28 | 478.80 |
| | | | 10/19/22, ORDINANCE | P&Z ADS | 001-280-620.00 | Advertising | 34.56 | |
| | | | | | 001-280-620.00 | Advertising | 32.76 | |
| | | | | | 001-280-620.00 | Advertising | 331.20 | |
| | | | 2023 | ANNUAL DIGITAL SUBSCRIPTION | 001-140-620.00 | Advertising | 60.00 | |
| DKT230178 | SEWAH STUDIOS, INC | 11/01/2022 | 43437 | BARTAM TRAIL SIGN POST | 001-301-586.00 | Street Signs | 375.00 | 375.00 |
| DKT230179 | SHEA M LADNER | 11/01/2022 | BBQ2022 | BBQ FEST BAND | 001-653-650.00 | Promotions | 1,600.00 | 1,600.00 |
| DKT230180 | South MS Business Machines Gulfport | 11/01/2022 | 10/16/22 | PAYMENT 49 OF 60 -- ADMIN | 001-280-642.00 | Rent - Copier | 281.28 | 354.62 |
| | | | 424382 | PAYMENT 52 OF 60 -- ADMIN | 001-280-642.00 | Rent - Copier | 73.34 | |
| DKT230181 | Southern Printing | 11/01/2022 | 224188 | POLICE POLO | 001-200-535.00 | Uniforms | 33.00 | 319.00 |
| | | | | | 001-200-535.00 | Uniforms | 33.00 | |
| | | | | | 001-200-535.00 | Uniforms | 170.00 | |
| | | | | | 001-200-535.00 | Uniforms | 23.00 | |
| | | | | | 001-200-535.00 | Uniforms | 60.00 | |

Docket of Claims Register - Council

APPKT01838 - Item No.21. T

| Docket/Claim # | Vendor Name | Payable Number | Payable Description | Account Number | Account Name | Line Amount | Payment Amount |
|------------------|-------------------------|-------------------------|---|----------------|--------------------------|-----------------------|----------------|
| DKT230182 | SPCA of Diamondhead Inc | | | | | | |
| | 11/01/2022 | FY23 | SUPPORT APPROPRIATIONS | 001-140-704.00 | Appropriations - General | 9,600.00 | 9,600.00 |
| DKT230183 | UMB Card Services | | | | | | |
| | 11/01/2022 | 10/17/22-TRUNK OR TREAT | TRUNK OR TREAT - TREATS | 001-140-650.00 | Promotions | 346.34 | 894.42 |
| | | | | 001-140-650.00 | Promotions | 350.12 | |
| | | 11/06/22 | MONTHLY CHARGES FOR CONSTANT CONTACT & ZOOM | 001-140-623.00 | Membership Dues/Fees | 45.00 | |
| | | | | 001-140-623.00 | Membership Dues/Fees | 14.99 | |
| | | CTC2022 | CTC PURCHASES | 001-140-650.00 | Promotions | 137.97 | |
| DKT230184 | UniFirst Corporation | | | | | | |
| | 11/01/2022 | 1530032295 | UNIFORM RENTAL FOR THE WEEK ENDING 10/17/22 | 001-301-535.00 | Uniforms | 233.42 | 447.88 |
| | | 1530033838 | UNIFORM RENTAL FOR THE WEEK ENDING 10/24/22 | 001-301-535.00 | Uniforms | 214.46 | |
| DKT230185 | Waste Management | | | | | | |
| | 11/01/2022 | 0779354-4768-8 | DUMPSTER RENTAL | 001-140-681.00 | Other Services & Charges | 68.83 | 68.83 |
| Total Claims: 33 | | | | | | Total Payment Amount: | 79,921.27 |