



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

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, September 02, 2025
6:00 PM CST
Council Chambers, City Hall
and via teleconference, if necessary

Call to Order.

Invocation
Pledge of Allegiance
Roll Call
Confirm or Adjust Agenda Order

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, September 16, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. Annual Paddle Paradise Event will be held Saturday, September 27th at the south side kayak launch. Participants may register in advance on the City's website or on-site registration beginning at 8:00 a.m. the morning of the event.
- c. Proclamation - National Childhood Cancer Awareness Month
- d. Pearl River Community College - Angie Kothmann

City Manager's Report.

Public Comments on Agenda Items.

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve August 19, 2025 Regular Meeting Minutes.

Resolutions:

2. **2025-205:** Motion to adopt Resolution 2025-042 thereby adopting the FY2026 Budget as finally determined by the City Council.
3. **2025-206:** Motion to adopt Resolution 2025-043 thereby setting the tax levy for FY2026 to be 29.5 mills and for other related purposes.
4. **2025-214:** Motion to adopt Resolution 2025-044 thereby reappointing Jon McCraw as Commissioner for Gulf Regional Planning Commission.

Consent Agenda:

5. **2025-196:** Motion to approve payments to Covington Civil & Environmental, LLC in the amount of \$22,760.00 for Diamondhead Paving 2025, in the amount of \$17,000.00 for Kome Drive and Fairway Drive Drainage Project, in the amount of \$20,160.00 for West Aloha Roadway Improvements Project, and in the amount of \$8,085.00 for the East Aloha Phase II Sidewalks.
6. **2025-197:** Motion to accept the Memorandum of Agreement with Pearl River Community College for the County Tuition Assistance Program for FY 2025-2026 and authorize City Manager, Jon McCraw to execute same.
7. **2025-198:** Motion to approve payment to Chiniche Engineering & Surveying in the amount of \$6,385.00 for Coon Branch Drainage, in the amount of \$9,064.50 for Jourdan River Boardwalk, and in the amount of \$10,374.50 for Canal Dredging.
8. **2025-199:** Motion to accept and award low bid received from Bottom 2 Top Construction, LLC in the amount of \$932,409.69 for 2025 Annual Unit Price Repair Contract and authorize the City Manager to execute the contract for same and to issue the notice to proceed as appropriate.
9. **2025-200:** Motion to request fee waiver from the Diamondhead Water and Sewer District for the installation of a new water meter for the use of the City Dog Park once constructed.
10. **2025-201:** Motion to approve Pay Application 1 in the amount of \$188,034.20 to SCI, LLC., for the Coon Branch Drainage Improvements - Phase I.
11. **2025-202:** Motion to approve Pay Application 2 in the amount of \$472,456.85 to Gulf Pride Paving, LLC., for the Diamondhead Paving Project 2025.
12. **2025-203:** Motion to approve Pay Application 6 in the amount of \$181,973.59 to JLB Contractors, LLC., for the Kome Drive and Kalipekona Pond Drainage Project.
13. **2025-212:** Motion to approve amendment #2 to the Work Assignment with Covington Civil and Environmental, LLC in the amount of \$10,000.00 for a total contract amount not to exceed \$40,000.00 for the Support for 2025 Annual Unit Price Contract.
14. **2025-213:** Motion to accept and award low bid received from Breakwater Marine construction, LLC in the amount of \$4,403,000.00 for Canal Dredging Project and authorize the City Manager to execute the contract.
15. **2025-215:** Motion to declare surplus and proceed with the proper disposal of public works equipment and police uniforms.
16. **2025-219:** Motion to authorize the release of annual fire rebate funds in the amount of \$66,730.70 to Hancock County Board of Supervisors for expenses of the Diamondhead Fire Department relating fire protection services in the City of Diamondhead pursuant to the agreement entered into on April 29, 2025.
17. **2025-220:** Motion to approve to advertise for engineering services for a 4-year term with amended Request for Proposal.

Action Agenda.

18. **2025-204:** Motion to request the City Manager explore viable options for repurposing the former guard house on Gex Drive, including the potential for establishing a "Welcome Center" and evaluating the feasibility of utilizing volunteers from the community to staff the facility. (Liese)

- 19.** **2025-208:** Motion to approve the Planning Commission recommendation to allow a carport addition within 6' of the side yard property line. The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.
- 20.** **2025-209:** Motion to approve the Planning Commission recommendation to deny an addition (covered patio) within 0' of the rear yard setback. The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.
- 21.** **2025-210:** Motion to direct the Planning and Zoning Commission to review and revise the language in the current tree ordinance regarding the clearing of lots, both residential and commercial. While the ordinance clearly requires a certain number of trees to be retained, it does not fully align with the intent of preserving mature trees and safeguarding the city's tree canopy. The Commission is asked to consider incorporating a tree survey and pre- and post-inspections as part of the permitting process, as well as requiring that a clearing permit be posted on lots prior to clearing. They should also consider if said permit should publicly outline how many trees are to be retained. Furthermore, the Commission should hold a public hearing to solicit input on proposed revisions and return to the Council with updated language that more effectively protects mature trees and enhances Diamondhead's tree canopy. (Liese)
- 22.** **2025-211:** Motion to direct the Planning and Zoning Commission to develop and present a complete, actionable plan to bring all existing commercial signage into compliance with the city's current sign ordinance. As the majority of existing signage is grandfathered under previous regulations, the plan should include a sunset clause, establishing a clear deadline for full compliance. This will ensure that our community's visual standards align with the city's growth and aesthetic goals. Additionally, the Commission should hold a public hearing to gather input from the community. (Liese)
- 23.** **2025-216:** Motion to approve text amendment to allow real estate signs 7 days a week.
- 24.** **2025-217:** Motion to approve text amendment to reduce rear yard setback on properties adjoining canals and waterways.
- 25.** **2025-218:** Motion to approve text amendment to allow golf carts to cross Exit 16 overpass.

Routine Agenda.

Claims Payable

- 26.** Motion to approve Docket of Claims (DKT233089 - DKT233121) in the amount of \$1,015,730.48.

Public Comments on Non-Agenda Items.

Council Closing Comments

Executive Session - If Necessary

Adjourn/Recess.

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

PROCLAMATION

National Childhood Cancer Awareness Month **CITY OF DIAMONDHEAD, MISSISSIPPI**

A PROCLAMATION recognizing September 2025 as "National Childhood Cancer Awareness Month".

WHEREAS, more than 15,000 children under the age of 19 will be diagnosed with cancer in the United States in 2025, including more than 120 in Mississippi; and

WHEREAS, approximately 1 in 263 children in the United States are diagnosed with cancer before their twentieth birthday; and

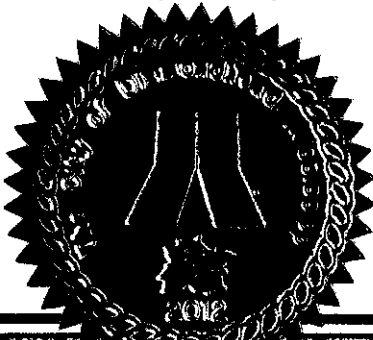
WHEREAS, cancer is the leading cause of death by disease among children in the United States; and

WHEREAS, nearly 500,000 survivors of childhood cancer are alive in the United States today; and

WHEREAS, by age 50, more than 99 percent of childhood cancer survivors have had a chronic health problem and 96 percent have experienced a severe or life-threatening condition caused by the toxicity of the treatment that initially saved their life;

Now, therefore, be it RESOLVED, that the City of Diamondhead designates September 2025 as "National Childhood Cancer Awareness Month".

Proclaimed by the Mayor and City Council on this the 2nd day of September 2025.



Mayor Anna Liese



MINUTES
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, August 19, 2025
6:00 PM CST
Council Chambers, City Hall

Call to Order.

Mayor Liese called the meeting to order at 6:03 p.m.

Invocation - Clark

Pledge of Allegiance

Roll Call

PRESENT

Mayor Anna Liese

Councilmember-At-Large Gerard Maher

Ward 1 Shane Finley

Ward 2 Ricky Sheppard

Ward 3 Jessie Harwood

Ward 4 Austin Clark

Confirm or Adjust Agenda Order

Motion made by Ward 3 Harwood, Seconded by Mayor Liese to confirm the agenda.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, September 2, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. Annual Paddle Paradise Event will be held Saturday, September 27th at the south side kayak launch. Participants may register in advance on the City's website or on-site registration beginning at 8:00 a.m. the morning of the event.
- c. Hancock County Resource Center Annual Report Presentation – Rhonda Rhodes
- d. Hancock Education Foundation Presentation - Stacey Necaise

City Manager's Report.

CITY MANAGER REPORT

August 19, 2025

1. Kome Drive & Kalipekona Pond – The project end date is August 22, 2025. A walkthrough has been scheduled for this week. Substantial completion will be issued this Friday.
2. MDOT Projects – The contractor has finished the paving and will complete the striping in the next two weeks weather permitting.
3. Paving 2025 – Project is 90 days with a current end date of September 21st. The contractor has completed all paving. The engineer and contractor did a pre walkthrough to identify any missed driveway tie ends. Contractor will stripe Bayou Drive this week.
4. Coon Branch – The project is 180 days with a current end date of December 13th. A change order on this agenda is to remove an existing headwall and tie it into a newly designed headwall.
5. Canal Dredging – The bids have been received and are under the total grant amount. The engineer is working on all the required documents to submit to MDEQ for their final review before a Notice to Proceed can be issued.
6. Jourdan River Boardwalk – MDEQ has issued their initial comments back regarding the design plans and bid documents. The engineers are working on making corrections and adding the additional language required. They should resubmit to MDEQ by next week.
7. Montjoy Creek – The engineer has addressed all concerns that USACE had regarding this project and will be resubmitting the design plans for review.
8. HMGP – Hazard Mitigation Grant Program. All grants are waiting on extensions or set up kickoff meetings. Rostan is in constant communication with them.
9. Bank Stabilization – The engineers are finalizing the design for Phase I. Once completed, they will do a presentation for the council. Phase one will cover the area from Diamondhead Drive North to Kalipekona Pond.
10. Pelican Cove Drainage Project – The engineer is completing final design and will provide an OPC this week. The weir on the pond will be adjusted to allow better waterflow in the area.
11. Rotten Bayou Nature Trail – **No update on this meeting.** The engineer has redesigned this project into five phases. The funding is already secured for phase 1. The engineer is working on the phase 1 design.
12. Dog Park – **No update on this meeting.** Public Works is currently working on rerouting the ditch according to the engineer's design. They are also completing the clearing of the dog park area.

Public Comments on Agenda Items - None

Council Comments.

Policy Agenda.

1. FY26 Budget Hearing

Mayor Liese opened the FY26 Budget Public Hearing.

City Manager Jon McCraw presented the proposed FY26 Budget. At the conclusion of the FY26 Budget presentation, Mayor Liese called for anyone with comments or questions regarding the proposed FY26 Budget; no comments or questions were presented and the FY26 Budget Public Hearing was closed.

Minutes:

2. Motion to approve August 5, 2025 Regular Meeting Minutes.

Motion made by Ward 2 Sheppard, Seconded by Ward 3 Harwood to approve August 5, 2025 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

3. **2025-194:** Motion to adopt Resolution 2025-041 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 85 and 86, Diamondhead Phase 2, Unit 10, Block 3. The parcel numbers are 132A-1-03-055.000 and 132A-1-03-056.000. The physical address is 6437 Kalipekona Way.

Motion made by Ward 2 Sheppard, Seconded by Councilmember-At-Large Maher to adopt Resolution 2025-041 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 85 and 86, Diamondhead Phase 2, Unit 10, Block 3. The parcel numbers are 132A-1-03-055.000 and 132A-1-03-056.000. The physical address is 6437 Kalipekona Way.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

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

4. **2025-187:** Motion to authorize interfund transfer of funds from and to General Fund.
5. **2025-188:** Motion to accept the Memorandum of Agreement with Pearl River Community College for the County Tuition Assistance Program for FY 2024-2025 and authorize City Manager, Jon McCraw to execute same.
6. **2025-189:** Motion to authorize advertisement soliciting qualifications for Master General Engineering Services and Federal Projects Engineering Services for a year term beginning November 1, 2025.
7. **2025-191:** Motion to approve Amendment No. 2 thereby extending the contract with Tetra Tech, Inc. (debris monitoring and management services) for additional 1 year pursuant to the current contract and to also include revised billing rates resulting from a CPI increase of 2.04% as presented with the amendment.
8. **2025-192:** Motion to approve Change Order 1 to the contract with SCI, Inc. for Coon Branch in the amount of \$9,375.00 increasing the total contract sum to \$1,268,843.20.

9. **2025-195:** Motion to approve Amendment No. 2 thereby extending the contract with Ashbritt (debris collection and disposal services) for additional 1 year pursuant to the current contract.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

10. **2025-193:** Motion to approve the placement of neighborhood development signs in the right-of-way for The Sanctuary Phase 1 subdivision.

Motion made by Ward 4 Clark, Seconded by Ward 3 Harwood to approve the placement of neighborhood development signs in the right-of-way for The Sanctuary Phase 1 subdivision.

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

11. Motion to approve Docket of Claims (DKT233055 - DKT233087) in the amount of \$182,316.47.

Motion made by Ward 1 Finley, Seconded by Ward 2 Sheppard to approve Docket of Claims (DKT233055 - DKT233087) in the amount of \$182,316.47.

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

MOTION CARRIED UNANIMOUSLY

12. Motion to approve Payroll Payables PRCLAIM000244 in the amount of \$30,495.86, PRCLAIM000245 in the amount of \$29,938.95, PRCLAIM000246 in the amount of \$3,028.37, DKT233002 in the amount of \$90.72, DKT233044 in the amount of \$90.72 and DKT233045 - DKT233054 in the amount of \$45,143.90.

Motion made by Ward 2 Sheppard, Seconded by Ward 3 Harwood to approve Payroll Payables PRCLAIM000244 in the amount of \$30,495.86, PRCLAIM000245 in the amount of \$29,938.95, PRCLAIM000246 in the amount of \$3,028.37, DKT233002 in the amount of \$90.72, DKT233044 in the amount of \$90.72 and DKT233045 - DKT233054 in the amount of \$45,143.90.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 2 Sheppard, Seconded by Ward 4 Clark to accept Department Reports

- a. Police
- Court
- Building
- Code Enforcement
- b. July 2025 Financial Report

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items.

Ben Casuccio

Council Closing Comments

Adjourn/Recess.

At 7:14 p.m. with no further business to come before the council, motion made by Ward 4 Clark, Seconded by Ward 2 Sheppard to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Anna Liese
Mayor

Jeannie Klein
City Clerk

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF DIAMONDHEAD,
MISSISSIPPI, APPROVING AND ADOPTING THE FY2026 BUDGET AS
FINALLY DETERMINED BY
THE CITY GOVERNING AUTHORITY**

WHEREAS, the City of Diamondhead, as a municipal corporation in the State of Mississippi, is required to operate on a fiscal year basis beginning October first and ending September thirtieth each year; and

WHEREAS, the Governing Authority of the City is also required by no later than September 15 of each year to prepare a complete budget of the municipal revenues, expenses, and working cash balances estimated for the next fiscal year for municipal purposes; and

WHEREAS, the Governing Authority, having first held at least one public hearing to provide the general public with an opportunity to comment on the taxing and spending plan incorporated in the proposed budget at least one (1) week prior hereto, does hereby find that the proposed budget as attached hereto should be adopted, as finally determined hereby, as the budget for the City of Diamondhead for the fiscal year of October 1, 2025 to September 30, 2026, and entered at length and in detail in the official minutes.

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

Section 1. That the matters, facts and things recited in the Preamble hereto are hereby adopted as the official findings of the Governing Authority.

Section 2. That the proposed budget as prepared and attached hereto should be, and hereby is, adopted as the budget for the City of Diamondhead, as finally determined hereby, for the fiscal year of October 1, 2025 to September 30, 2026 and should further be entered at length and in detail in the official minutes.

Section 3. That this Resolution be, and it is hereby ordered to be spread on the minutes of the Governing Authority, and to be in full force and effect as provided by law.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Councilmember _____, seconded _____, seconded by Councilmember _____, and was adopted the 2nd day of September 2025 by the following roll call vote:

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

APPROVED: _____
Mayor Anna Liese

ATTEST: _____
Jeannie Klein, City Clerk

SEAL

CITY OF DIAMONDHEAD, MISSISSIPPI

BUDGET OF ESTIMATED REVENUES AND EXPENDITURES

For the Fiscal Years Ending September 30, 2025 and 2026

	Current FY25 Budget	Proposed FY26 Budget
<u>General Fund</u>		
REVENUES		
General Property Tax	3,188,500	3,441,000
Licenses & Permits	456,500	450,000
Intergovernmental Revenue	1,628,200	1,564,000
Charges for Governmental Services	1,500	3,700
Fines & Forfeitures	35,000	20,000
Miscellaneous	125,039	112,250
Interfund Transfers IN	100,000	84,000
Non-Revenue Receipts	350,000	0
TOTAL REVENUES	5,884,739	5,674,950
EXPENDITURES		
Legislative - Council	56,830	59,960
Judicial - Municipal Court	155,882	175,545
Administration	1,010,569	1,072,808
Police	1,278,189	1,250,206
Building Planning & Zoning	499,124	509,128
Public Works	2,414,368	2,151,750
Economic Development	113,200	105,000
Debt Services	247,571	189,766
City Grant Matching Funds	600,000	800,000
TOTAL EXPENDITURES	6,375,733	6,314,163
Excess(Deficiency) of Revenue over Expenditures	-490,994	-639,213
Other Fund Sources (Uses)		
Cash - Beginning Fund Balance	3,007,393	2,516,400
Transfer Out to Other Funds	0	0
Transfer In from Other Funds	0	0
Excess(Deficiency) of Revenue over Expenditures	-490,994	-639,213
Cash - Ending Fund Balance	2,516,400	1,877,187
<u>Contingency Operating</u>		
REVENUES	100,000	84,000
EXPENDITURES	100,000	84,000
Excess(Deficiency) of Revenue over Expenditures	0	0
Other Fund Sources (Uses)		
Cash - Beginning Fund Balance	2,000,000	2,000,000
Transfer In from General Fund	0	0
Excess(Deficiency) of Revenue over Expenditures	0	0
Cash - Ending Fund Balance	2,000,000	2,000,000

	Current FY25 Budget	Proposed FY26 Budget
<u>Grant Funds</u>		
REVENUES	24,061,840	16,851,746
EXPENDITURES	22,944,491	18,511,089
Excess(Deficiency) of Revenue over Expenditures	1,117,349	-1,659,343
Other Fund Sources (Uses)		
Cash - Beginning Fund Balance	541,994	1,659,343
Transfer Out to General Fund	0	0
Transfer In from General Fund	0	0
Excess(Deficiency) of Revenue over Expenditures	1,117,349	-1,659,343
Cash - Ending Fund Balance	1,659,343	0
<u>American Rescue & Recovery Fund</u>		
REVENUES	20,000	0
EXPENDITURES	1,820,709	0
Excess(Deficiency) of Revenue over Expenditures	-1,800,709	0
Other Fund Sources (Uses)		
Cash - Beginning Fund Balance	1,800,709	0
Transfer In from General Fund	0	0
Excess(Deficiency) of Revenue over Expenditures	-1,800,709	0
Cash - Ending Fund Balance	0	0
<u>FY22 Bond Issue</u>		
REVENUES	1,000	125
EXPENDITURES	820,912	85,000
Excess(Deficiency) of Revenue over Expenditures	-819,912	-84,875
Other Fund Sources (Uses)		
Cash - Beginning Fund Balance	904,787	84,875
Transfer In from General Fund	0	0
Excess(Deficiency) of Revenue over Expenditures	-819,912	-84,875
Cash - Ending Fund Balance	84,875	0
<u>Solid Waste Fund</u>		
REVENUES	760,000	913,000
EXPENDITURES	822,612	893,663
Excess(Deficiency) of Revenue over Expenditures	-62,612	19,337
Other Fund Sources (Uses)		
Cash - Beginning Fund Balance	239,834	177,222
Transfer In from General Fund	0	0
Excess(Deficiency) of Revenue over Expenditures	-62,612	19,337
Cash - Ending Fund Balance	177,222	196,559

	Current FY25 Budget	Proposed FY26 Budget
<u>Summary of All Funds</u>		
REVENUES		
General Fund	5,884,739	5,674,950
Grants	24,061,840	16,851,746
Contingency Fund	100,000	84,000
Solid Waste	760,000	913,000
American Rescue & Recovery Fund	20,000	0
General Obligation Bond 2022		125
TOTAL REVENUES	30,826,579	23,523,821
EXPENDITURES		
General Fund	6,375,733	6,314,163
Grants	22,944,491	18,511,089
Contingency Fund	100,000	0
Solid Waste	822,612	893,663
American Rescue & Recovery Fund	1,820,709	0
General Obligation Bond 2022	820,912	85,000
TOTAL EXPENDITURES	32,884,457	25,803,915
Excess(Deficiency) of Revenue over Expenditures	-2,057,878	-2,280,094
Other Fund Sources (Uses)		
Cash - Beginning Balance	8,494,717	6,437,840
Transfers In from General Fund	0	0
Transfers Out to Other Funds	0	0
Excess(Deficiency) of Revenue over Expenditures	-2,057,878	-2,280,094
Cash - Ending Balance	6,436,840	4,157,746
Less 3 Months Operation Expenses	807,535	1,125,000
Less Disaster Contingency	2,000,000	2,000,000
Less Restricted Funds - Grants Funds	1,659,343	0
Less Restricted Funds - Amer Rescue & Recovery	0	0
Less Restricted Funds - Solid Waste	177,222	196,559
Unrestricted Ending Cash Balance	1,792,740	836,187

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
DIAMONDHEAD, MISSISSIPPI
TO LEVY TAX MILLAGE FOR FISCAL YEAR
ENDING SEPTEMBER 30, 2026**

WHEREAS, the matter of determining the tax levy for the ensuing Fiscal Year of 2026 under the General Authority as recited in Section 21-33-45 of the Miss. Code of 1972, has come before the City Council of the City of Diamondhead, Mississippi.

IT IS THEREFORE ORDERED by the City Council that a tax levy of 29.50 mills is necessary to meet the needs of the City of Diamondhead, Mississippi for the fiscal year ending September 30, 2026. The levy is allocated as follows:

General Fund	29.50
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SO RESOLVED, this the 2nd day of September, 2025 upon motion being made by Councilmember _____ and seconded by Councilmember _____ for the adoption of the above and foregoing Resolution.

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

APPROVED: _____
Mayor Anna Liese

ATTEST: _____
Jeannie Klein, City Clerk

SEAL



August 25, 2025

Mr. Jon McCraw
City of Diamondhead
5000 Diamondhead Cir.
Diamondhead, MS 39525

RE: Gulf Regional Planning Commission Board of Commissioners

Dear Mr. McCraw,

Our records indicate that the term of the City of Diamondhead's representative to the Gulf Regional Planning Commission expires at the end of October.

Per the Commission's statutory authority, a City may appoint a member for a term of office for three (3) years. We request that the City submit formal documentation to appoint a representative.

We thank you for your continued support of our organization, the regional metropolitan planning organization, and your attention to this matter. If you have any questions, don't hesitate to contact me at (228) 864-1167.

Sincerely,

Kenneth Yarrow
Gulf Regional Planning Commission



**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF DIAMONDHEAD
REQUESTING GULF REGIONAL PLANNING COMMISSION REAPPOINT CITY
MANAGER JON MCCRAW TO SERVE AS A COMMISSIONER**

WHEREAS, the Mayor and Council of the City of Diamondhead value the work and opportunities provided by and through the Gulf Regional Planning Commission.

WHEREAS, the Mayor and Council of the City of Diamondhead wish to participate and contribute to the Commission in a meaningful manner, and;

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Council of the City of Diamondhead do hereby request and recommend unto the Gulf Regional Planning Commission the reappointment of City Manager Jon McCraw as Commissioner to be seated on the Gulf Regional Planning Board of Commissioners.

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 2nd DAY OF SEPTEMBER 2025.

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

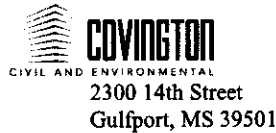
MAYOR ANNA LIESE

ATTEST: _____
Jeannie Klein, City Clerk



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

Project Title Project Number Invoice #		Diamondhead Paving 2025			
		16175.13			
		16175.08-206			
	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Design Phase Services	\$42,600.00	\$ 42,600.00	\$ -	\$ -	100%
Task 2: Bid and Construction Phase Services	\$ 56,900.00	\$ 11,380.00	\$ 22,760.00	\$ 22,760.00	60%
Total	\$99,500.00	\$53,980.00	\$22,760.00	\$22,760.00	77%



Invoice

Invoice #: 16175.08206
Invoice Date: 8/20/2025
Due Date: 9/19/2025
Project: 16175.08 WA 36 2025 D...
P.O. Number: 00-07-2025
Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services WA #36 - Diamondhead Paving 2025 For work, as outlined, on the following streets: * Bayou Drive * Turnberry Way and Turnberry Ct * Turnberry Drive * Lola Street Services provided 07/01/2025 - 07/31/2025 PO #00-07-2025			
Task 1: Design Phase Services	0	42,600.00	0.00
Task 2: Bid and Construction Phase Services	0.4	56,900.00	22,760.00
Subtotal			22,760.00

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

Total	\$22,760.00
Payments/Credits	\$0.00
Balance Due	\$22,760.00



August 19, 2025

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

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

Dear Mr. McCraw:

Enclosed, for your review and approval, is the 15th invoice for the above referenced project Fairway Dr and Kome Dr, Invoice #16175.08-203 for 07/01/2025 – 07/31/2025.

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

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

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

Ben Benvenuti, P.E.
Principal Engineer



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

Project Title Project Number Invoice #		Kome Dr and Fairway Dr Drainage Project			
		16175.08			
		16175.08-203			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Engineering and Design	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	100%
Surveying	\$ 72,000.00	\$ 72,000.00	\$ -	\$ -	100%
Permitting	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	100%
Bidding	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	100%
Construction Inspection and Administration	\$ 85,000.00	\$ 42,500.00	\$ 17,000.00	\$ 25,500.00	70%
Total	\$ 265,000.00	\$ 222,500.00	\$ 17,000.00	\$ 25,500.00	90%



Invoice

Invoice #: 16175.08203

Invoice Date: 8/19/2025

Due Date: 9/18/2025

Project: FP WA 1 - Fairway Dr an...

P.O. Number: 1-00-24-2023

Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services Kome Drive and Fairway Drive - FP WA 1 Services Provided 07/01/2025 - 07/31/2025 PO: 1-00-24-2023			
Task 1: Engineering and Design	0	70,000.00	0.00
Task 2: Surveying	0	72,000.00	0.00
Task 3: Permitting	0	28,000.00	0.00
Task 4: Bidding	0	10,000.00	0.00
Task 5: Construction Inspection and Administration	0.2	85,000.00	17,000.00

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

Total \$17,000.00

Payments/Credits \$0.00

Balance Due \$17,000.00



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

Project Title Project Number Invoice #		West Aloha Roadway Improvements Project			
		16175.08			
		16175.08-202			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Surveying and Engineering, Design and Permitting	\$ 168,000.00	\$ -	\$ 20,160.00	\$ 147,840.00	12%
Total	\$ 168,000.00	\$ -	\$ 20,160.00	\$ 147,840.00	12%


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

Invoice

Invoice #: 16175.08202
Invoice Date: 8/11/2025
Due Date: 9/10/2025
Project: FP WA 12 - West Aloha
P.O. Number: 00-08-2025
Terms: Net 30

BILL TO:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Surveying Services West Aloha Roadway Improvements Project Services Provided through 07/31/2025			
Task 1: Surveying and Engineering, Design and Permitting	0.12	168,000.00	20,160.00

All payments are due by "Due Date" shown on invoice.
 Finance fees will be charged for all payments received past
 "Due Date". Please call 228-396-0488 with any questions
 about invoices.

Total	\$20,160.00
Payments/Credits	\$0.00
Balance Due	\$20,160.00



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

Project Title Project Number Invoice #		East Aloha Phase II Sidewalks			
		16175.08			
		16175.08-204			
Budgeted Tasks	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Engineering and Design	\$49,000.00	\$7,595.00	\$8,085.00	\$33,320.00	32%
Task 2: Surveying	\$21,000.00	\$18,900.00	\$0.00	\$2,100.00	90%
Task 3: Bidding	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0%
Total	\$76,000.00	\$26,495.00	\$8,085.00	\$41,420.00	46%

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

Invoice

Invoice #: 16175.08204

Invoice Date: 8/19/2025

Due Date: 9/18/2025

Project: 16175.08 WA 16 E Aloha...

P.O. Number:

Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Fees East Aloha Phase II Sidewalks - WA 16 Services provided 07/01/2025 - 07/31/2025			
Engineering and Design	0.165	49,000.00	8,085.00
Surveying	0	21,000.00	0.00
Bidding	0	6,000.00	0.00
Subtotal			8,085.00

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

Total \$8,085.00

Payments/Credits \$0.00

Balance Due \$8,085.00

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, The City of Diamondhead, and Southern Mississippi Planning and Development District, Inc., herein referred to as SMPDD.

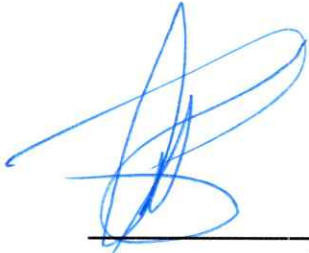
The MOU promotes higher education opportunities at PRCC for eligible participants who reside in The City of Diamondhead. The Fiscal Year 2026 allocation shall not exceed a total of \$5,000, which will be sent from The City of Diamondhead to SMPDD and then to PRCC to be used for specified economic development programs, i.e., tuition assistance to eligible participants who reside in The City of Diamondhead, in accordance with authorizing statutes, including but not limited to Mississippi Code 17-19-1. See also Mississippi Attorney General's opinion 2011-00078. The City of Diamondhead can provide funds to the SMPDD through Mississippi Code Section 19-9-111.

The PRCC County Tuition Assistance Program (CTAP) will provide tuition for four (4) 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 for 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. SMPDD shall serve as a fiscal agent for the CTAP program, with no other programmatic or administrative duties.

High School Equivalency (HSE) certificate recipients who 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

8/12/25
Date



Leonard Bentz, Executive Director
Southern Mississippi Planning and Development District, Inc.

8-18-25
Date

Jon McCraw, City Manager
City of Diamondhead

Date

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



INVOICE

BILL TO
 City of Diamondhead

INVOICE # 17-057-0273
DATE 08/05/2025

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2025	17-057-2021 RPR	Checking on possible start of work on project.	1:00	75.00	75.00
07/02/2025	17-057-2021 RPR	Checking on possible work and meeting with director of diamondhead utilities	0:45	75.00	56.25
07/03/2025	17-057-2021 RPR	site visit	1:00	75.00	75.00
07/03/2025	17-057-2021 Senior Professional	submittal	1:00	145.00	145.00
07/03/2025	17-057-2021 RPR	Checking on progress of Coon Branch project	1:00	75.00	75.00
07/07/2025	17-057-2021 Senior Professional	submittal	1:00	145.00	145.00
07/07/2025	17-057-2021 RPR	Monitoring progress of Coon Branch	1:15	75.00	93.75
07/08/2025	17-057-2021 RPR	Checking on progress of project	1:15	75.00	93.75
07/08/2025	17-057-2021 Project Engineer	HEC-RAS Model Development	9:00	95.00	855.00
07/09/2025	17-057-2021 Project Engineer	HEC-RAS Model Development	9:00	95.00	855.00
07/10/2025	17-057-2021 RPR	Checking on progress of Coon Branch clearing	1:00	75.00	75.00
07/10/2025	17-057-2021 Project Engineer	HEC-RAS Model Development	9:00	95.00	855.00
07/11/2025	17-057-2021 Project Engineer	HEC-RAS Model Development	4:00	95.00	380.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/14/2025	17-057-2021 Senior Professional	site visit, coordination	1:00	145.00	145.00
07/14/2025	17-057-2021 RPR	Checking on progress of project	0:54	75.00	67.50
07/14/2025	17-057-2021 Project Engineer	HEC-RAS Model development and meeting	8:00	95.00	760.00
07/16/2025	17-057-2021 Senior Professional	project coordination	1:00	145.00	145.00
07/16/2025	17-057-2021 RPR	Checking on progress of project	0:54	75.00	67.50
07/18/2025	17-057-2021 RPR	Checking on progress of Coon Branch	1:15	75.00	93.75
07/21/2025	17-057-2021 Senior Professional	coordination	0:15	145.00	36.25
07/21/2025	17-057-2021 RPR	Monitoring progress of coon branch clearing	1:30	75.00	112.50
07/22/2025	17-057-2021 Senior Professional	coordination	0:15	145.00	36.25
07/22/2025	17-057-2021 RPR	Checking on progress of project	1:30	75.00	112.50
07/23/2025	17-057-2021 Senior Professional	site visit, coordination	1:30	145.00	217.50
07/23/2025	17-057-2021 RPR	Checking on progress of project	1:45	75.00	131.25
07/24/2025	17-057-2021 Senior Professional	submittals	1:00	145.00	145.00
07/25/2025	17-057-2021 RPR	Checking on project	1:00	75.00	75.00
07/28/2025	17-057-2021 Senior Professional	submittal, coordination	0:30	145.00	72.50
07/28/2025	17-057-2021 RPR	Checking on progress of Coon Branch	1:15	75.00	93.75
07/29/2025	17-057-2021 Senior Professional	coordination	0:30	145.00	72.50
07/30/2025	17-057-2021 Senior Professional	coordination, submittal	0:30	145.00	72.50
07/30/2025	17-057-2021 RPR	Checking on progress of Coon Branch Drainage	2:00	75.00	150.00

Coon Branch Drainage

BALANCE DUE

\$6,385.00

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



INVOICE

BILL TO
 City of Diamondhead

INVOICE # 17-057-0272
DATE 08/05/2025

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2025	17-057-2021 Cad	MARKUP FOR TRILBY	7:30	70.00	525.00
07/01/2025	17-057-2021 Project Engineer	coord w/ alex	2:30	95.00	237.50
07/02/2025	17-057-2021 Project Engineer	Review Set markups	3:30	95.00	332.50
07/07/2025	17-057-2021 Cad	MARKUPS & XREF ISSUES	5:00	70.00	350.00
07/08/2025	17-057-2021 Cad	MARKUPS & DETAILS	8:30	70.00	595.00
07/09/2025	17-057-2021 Cad	MARKUPS & DETAILS	7:00	70.00	490.00
07/14/2025	17-057-2021 Clerical	lighting coordinate w/pm	4:30	50.00	225.00
07/14/2025	17-057-2021 Cad	MARKUPS FROM DAWN	4:30	70.00	315.00
07/15/2025	17-057-2021 Cad	MARKUPS & PDF	5:30	70.00	385.00
07/15/2025	17-057-2021 Project Engineer	markups qty details	6:30	95.00	617.50
07/15/2025	17-057-2021 Project Engineer	project review	2:30	95.00	237.50
07/16/2025	17-057-2021 Cad	NEW MARKUPS	8:00	70.00	560.00
07/16/2025	17-057-2021 Project Engineer	plan markups	3:30	95.00	332.50
07/16/2025	17-057-2021 Project Engineer	specs	1:30	95.00	142.50
07/16/2025	17-057-2021 Project Engineer	project review	9:00	95.00	855.00
07/17/2025	17-057-2021 Cad	UPDATE PDF	4:30	70.00	315.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/17/2025	17-057-2021 Project Engineer	plan review	5:00	95.00	475.00
07/23/2025	17-057-2021 Cad	MARKUPS FOR DAWN	5:30	70.00	385.00
07/28/2025	17-057-2021 Project Engineer	Wetlands MTG w/ DMR and USACE	2:00	95.00	190.00
07/29/2025	17-057-2021 Cad	EXHIBIT MARK UP FOR TRILBY	4:30	70.00	315.00
07/29/2025	17-057-2021 Project Engineer	wetlands exhibit markups dmr comments	3:00	95.00	285.00
07/30/2025	17-057-2021 Project Engineer	markups	3:30	95.00	332.50
07/31/2025	17-057-2021 Principal Engineer	project reveiw	3:30	162.00	567.00

Jourdan River Boardwalk

BALANCE DUE

\$9,064.50

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



INVOICE

BILL TO
 City of Diamondhead

INVOICE # 17-057-0271
DATE 08/05/2025

TERMS Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/04/2025	17-057-2021 Senior Professional	re-bid drawing markups	1:00	145.00	145.00
06/09/2025	17-057-2021 Sen. Cad Tech	REVISE PLANS TO INCLUDE ALTERNATE BIDS	4:30	90.00	405.00
06/10/2025	17-057-2021 Sen. Cad Tech	prepare pdf set of re-bid package with bid alternate #1	1:15	90.00	112.50
06/10/2025	17-057-2021 Sen. Cad Tech	prepare re-bid package including bid alternate 1	4:00	90.00	360.00
06/11/2025	17-057-2021 Sen. Cad Tech	PREPARE RE-BID SET	4:00	90.00	360.00
06/13/2025	17-057-2021 Senior Professional	specs, OPC	3:30	145.00	507.50
06/16/2025	17-057-2021 Senior Professional	review plans, revise specs, OPC	1:30	145.00	217.50
06/16/2025	17-057-2021 Cad	Drafting changes for Rebid and Rebid Alt1	2:00	70.00	140.00
06/17/2025	17-057-2021 Senior Professional	specs, monthly report, review plans	2:30	145.00	362.50
06/17/2025	17-057-2021 Project Engineer	rebid package	2:00	95.00	190.00
06/17/2025	17-057-2021 Cad	PDF Cross-sections Rebid	4:30	70.00	315.00
06/18/2025	17-057-2021 Principal Engineer	rebid package	3:30	162.00	567.00
06/23/2025	17-057-2021 Senior Professional	coordination on rebid, OPC	4:30	145.00	652.50
07/07/2025	17-057-2021 Senior Professional	finalizing bid docs	5:30	145.00	797.50

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/08/2025	17-057-2021 Sen. Cad Tech	prepare re-bid set	3:30	90.00	315.00
07/09/2025	17-057-2021 Senior Professional	finalizing bid docs for uploading to Plan House	3:30	145.00	507.50
07/16/2025	17-057-2021 Senior Professional	call	0:30	145.00	72.50
07/21/2025	17-057-2021 Project Engineer	design revisions	5:00	95.00	475.00
07/22/2025	17-057-2021 Project Engineer	design revisions	3:00	95.00	285.00
07/23/2025	17-057-2021 Project Engineer	plan updates	6:00	95.00	570.00
07/24/2025	17-057-2021 Project Engineer	design revisions	4:00	95.00	380.00
07/28/2025	17-057-2021 Project Engineer	project coordination	8:00	95.00	760.00
07/29/2025	17-057-2021 Project Engineer	plan updates	9:00	95.00	855.00
07/30/2025	17-057-2021 Senior Professional	prep for pre-bid mtg	0:30	145.00	72.50
07/30/2025	17-057-2021 Project Engineer	contractor questions	4:00	95.00	380.00
07/31/2025	17-057-2021 Project Engineer	addendum prep	6:00	95.00	570.00

Canal Dredging

BALANCE DUE

\$10,374.50

August 25, 2025

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

**Re: Bid Award Recommendation
2025 Annual Unit Price Repair Contract
City of Diamondhead**

Dear Mr. McCraw:

Per your authorization, three (3) bids were received on August 22, 2025, for the subject project.

Upon further review, the bids submitted were responsive and tabulated with only minor mathematical or typographical errors identified and corrected.

Therefore, we recommend the City of Diamondhead award the Base Bid to Bottom 2 Top Construction, LLC for \$932,409.69 for the 2025 Annual Unit Price Repair Contract.

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

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Sarah McLellan, P.E.
Project Engineer



Enclosures: 2025 Annual Unit Price Repair Contract Bid Tab

8/25/2025

200

Item No.9.



5000 Diamondhead Circle, Diamondhead, MS 39525

Telephone (228) 222-4626

Fax: (228) 222-4390

August 12, 2025

Diamondhead Water and Sewer
4425 Park Ten Drive
Diamondhead, MS 39525

Dear Board of Commissioners,

The City of Diamondhead respectfully requests that the Diamondhead Water and Sewer District Board of Commissioners waive the fees associated with the installation of a new water meter that will service the city dog park once constructed.

This project reflects our continued efforts to enhance community amenities and promote quality of life for our residents. We greatly appreciate the ongoing support and partnership that the Diamondhead Water and Sewer District provides to the City and its initiatives.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Anna Liese".

Mayor Anna Liese
City of Diamondhead, Mississippi



201

Item No. 10.

August 26, 2025

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

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

Dear Mr. McCraw,

Please find attached Pay Application #1 for SCI, LLC for the amount due of \$188,034.20 for work completed for the Coon Branch Drainage Improvements – Phase 1 project. Pay Application #1 has been reviewed, approved, and payment is recommended.

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

Sincerely,

Jason Chiniche, P.E.

Jason Chiniche, P.E.
Project Engineer

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

PAGE ONE OF 2 PAGES

TO OWNER: The City of Diamondhead

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

APPLICATION NO: 1

Distribution to:

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

PERIOD TO: 07/20 - 08/20/25

FROM CONTRACTOR: SCI, LLC

VIA : PROJECT MANAGER

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

CONTRACT FOR: Coon Branch Drainage Improvements - Phase I

CONTRACT DATE: 4/28/2025

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

1. ORIGINAL CONTRACT SUM	\$	1,259,468.20
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,259,468.20
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	197,930.74
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	\$9,896.54
b. 5 % of Stored Material (Column F on G703)	\$	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	9,896.54
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	188,034.20
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	
8. CURRENT PAYMENT DUE	\$	188,034.20
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,071,434.00

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

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

CONTRACTOR:

By: Natasha D. St Date: 8/22/2025**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED \$ **\$188,034.20**

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

ARCHITECT:

By: Xaom Chinglo, P.E. Date: 8/26/25

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

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

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

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

Coon Branch

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION	PREVIOUS MONTH QTY	PREVIOUS MONTH EXT				
01500 A	Mobilization	1	LS	\$	116,201.70	\$116,201.70	0	\$0.00	0.54	\$62,748.92	
01510 A	Maintenance of Traffic	1	LS	\$	35,702.50	\$35,702.50	0	\$0.00	0.143	\$5,105.46	
02000 A	Removal of Driveway – all types & thicknesses	425	SY	\$	14.40	\$6,120.00	0	\$0.00		\$0.00	
02000 B	Removal of Roadway – all types & thicknesses	210	SY	\$	14.40	\$3,024.00	0	\$0.00	41	\$590.40	
02000 C	Remove & Reinstall Mailboxes, Street Signs and Others	20	EA	\$	1,212.00	\$24,240.00	0	\$0.00	3	\$3,636.00	
02000 D	Removal of Existing Fencing	400	LF	\$	18.00	\$7,200.00	0	\$0.00		\$0.00	
02000 E	Removal of Existing Pipe	1000	LF	\$	18.00	\$18,000.00	0	\$0.00	40	\$720.00	
02020 A	Construction Entrance	1	LS	\$	5,691.80	\$5,691.80	0	\$0.00		\$0.00	
02020 B	Silt Fence	1000	LF	\$	4.70	\$4,700.00	0	\$0.00	5	\$23.50	
02020 C	Straw Wattles	1000	LF	\$	3.00	\$3,000.00	0	\$0.00		\$0.00	
02100 A	Clearing & Grubbing	1000	SY	\$	4.50	\$4,500.00	0	\$0.00	2113	\$9,508.50	
02600 A	24" RCP	270	LF	\$	106.10	\$28,647.00	0	\$0.00	24	\$2,546.40	
02600 B	36" RCP	40	LF	\$	282.90	\$11,316.00	0	\$0.00	104	\$29,421.60	
02600 C	22.5"x36" RCAP	40	LF	\$	180.00	\$7,200.00	0	\$0.00		\$0.00	
02600 D	27"x44" RCAP	40	LF	\$	180.00	\$7,200.00	0	\$0.00		\$0.00	
02600 E	15" HDPE	30	LF	\$	75.60	\$2,268.00	0	\$0.00		\$0.00	
02600 F	18" HDPE	220	LF	\$	73.00	\$16,060.00	0	\$0.00		\$0.00	
02600 G	24" HDPE	320	LF	\$	85.40	\$27,328.00	0	\$0.00		\$0.00	
02600 H	36" HDPE	1530	LF	\$	117.00	\$179,010.00	0	\$0.00	88	\$10,296.00	
02600 I	24" Flared End Section	10	EA	\$	855.50	\$8,555.00	0	\$0.00	1	\$855.50	
02600 J	36" Flared End Section	1	EA	\$	1,461.60	\$1,461.60	0	\$0.00	1	\$1,461.60	
02600 K	22.5"x36" Flared End Section	2	EA	\$	1,207.20	\$2,414.40	0	\$0.00		\$0.00	
02600 L	27"x44" Flared End Section	1	EA	\$	1,597.90	\$1,597.90	0	\$0.00		\$0.00	
02600 M	Storm Drain Inlet	7	EA	\$	3,750.00	\$26,250.00	0	\$0.00	2.75	\$10,312.50	
02600 N	Beehive Catch Basin	23	EA	\$	3,750.00	\$86,250.00	0	\$0.00		\$0.00	
02600 O	Driveway Straight Headwall	36	EA	\$	2,500.00	\$90,000.00	0	\$0.00		\$0.00	
02600 P	Concrete Headwall	1	EA	\$	6,250.00	\$6,250.00	0	\$0.00		\$0.00	
02600 Q	Utility Adjustment	30	EA	\$	5,303.60	\$159,108.00	0	\$0.00	2	\$10,607.20	
02600 R	31"x51" RCAP	60	LF	\$	263.60	\$15,816.00	0	\$0.00		\$0.00	
02600 S	42" RCP	50	LF	\$	245.40	\$12,270.00	0	\$0.00		\$0.00	
02600 T	42" Flared End Section	1	EA	\$	2,976.80	\$2,976.80	0	\$0.00		\$0.00	
02600 U	Conflict Box	2	EA	\$	11,444.50	\$22,889.00	0	\$0.00		\$0.00	
02630 B	Grade Swale	1530	LF	\$	54.10	\$82,773.00	0	\$0.00		\$0.00	
02630 C	Grade Outfall Ditch	250	LF	\$	66.20	\$16,550.00	0	\$0.00	106	\$7,017.20	
02710 A	Asphalt Pavement Repair	50	TON	\$	362.50	\$18,125.00	0	\$0.00		\$0.00	
02710 B	Base Repair	50	CY	\$	142.20	\$7,110.00	0	\$0.00	7	\$995.40	
02730 A	Select Backfill	500	CY	\$	29.80	\$14,900.00	0	\$0.00		\$0.00	
02730 B	Concrete Driveway	405	SY	\$	112.50	\$45,562.50	0	\$0.00		\$0.00	
02730 C	Gravel Driveway	20	SY	\$	78.50	\$1,570.00	0	\$0.00		\$0.00	
02750 A	100-lb Riprap	500	TON	\$	129.30	\$64,650.00	0	\$0.00		\$0.00	
02750 B	200-lb Riprap	200	TON	\$	129.30	\$25,860.00	0	\$0.00	325.48	\$42,084.56	
02800 A	4' Wood Fence	20	LF	\$	31.30	\$626.00	0	\$0.00		\$0.00	
02800 B	6' Wood Fence	380	LF	\$	31.30	\$11,894.00	0	\$0.00		\$0.00	
02900 A	Placement of Sod	2000	SY	\$	12.10	\$24,200.00	0	\$0.00		\$0.00	
02900 B	Placement of Seed	250	SY	\$	9.60	\$2,400.00	0	\$0.00		\$0.00	
					TOTAL BASE BID		\$1,259,468.20				
							Monthly Total Extension:		\$0.00		
									0.00%		

COMPLETED WORK	\$197,930.74
LESS RETAINAGE	\$8,896.54
SUBTOTAL	\$189,034.20
LESS PREVIOUSLY INVOICED	\$0.00
DUE THIS ESTIMATE	\$189,034.20

7/31/2025
7:22:22 am

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754508

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Order: 365	Gross 56580	28.29	25.66
	Tare 26760	13.36	12.14
	Net 29820	14.91	13.63

P.O.: 2804
Product: 200 200 LB Rip Rap

14.91 Ton

Ordered	500.00
Received	226.78
Remaining	273.22

Today: 14.91 Loads: 1

Carrier: 1558 SCI INC
Vehicle: T5 T5

Received: Weighmaster: Automated User

SCI-51908

SCI-51875

7/29/2025
12:02:38 pm

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754129

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Order: 365	Gross 75840	37.92	34.40
	Tare 30680	16.34	13.82
	Net 45160	22.58	20.46

P.O.: 2804
Product: 200 200 LB Rip Rap

22.58 Ton

Ordered	200.00
Received	44.19
Remaining	155.81

Today: 44.19 Loads: 2

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received: Weighmaster: Automated User

SCI-51876

7/29/2025
7:17:51 am

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754023

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Order: 365	Gross 73980	36.99	33.56
	Tare 30760	15.38	13.95
	Net 43220	21.61	19.60

P.O.: 2804
Product: 200 200 LB Rip Rap

21.61 Ton

Ordered	200.00
Received	21.61
Remaining	178.39

Today: 21.61 Loads: 1

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received: Weighmaster: Automated User

SCI-51873

7/29/2025
1:34:15 pm

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754166

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Order: 365	Gross 76540	37.77	34.26
	Tare 30560	15.28	13.86
	Net 44980	22.49	20.40

P.O.: 2804
Product: 200 200 LB Rip Rap

22.49 Ton

Ordered	200.00
Received	66.68
Remaining	133.32

Today: 66.68 Loads: 3

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received: Weighmaster: Automated User

SCI-51872

7/29/2025
2:53:18 pm

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754204

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Order: 365	Gross 76720	37.86	34.35
	Tare 30620	16.31	13.89
	Net 46100	22.55	20.48

P.O.: 2804
Product: 200 200 LB Rip Rap

22.55 Ton

Ordered	200.00
Received	89.23
Remaining	110.77

Today: 89.23 Loads: 4

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received: Weighmaster: Automated User

7/29/2025
3:08:54 pm

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754213

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	57340	28.67	26.01
Tare	26640	13.32	12.08
Net	30700	15.35	13.93

P.O.: 2804
Product: 200 200 LB Rip Rap

Carrier: 1558 SCI INC
Vehicle: T5 T5

Received:

	Pounds	Tons	Metric
Ordered	200.00		
Received	104.58		
Remaining	95.42		

Today: 104.58 Loads: 5

Weighmaster: Automated User

John H.

SCI # 51906

7/30/2025
10:05:19 am

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754334

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	56460	28.23	25.61
Tare	26440	13.22	11.99
Net	30020	15.01	13.62

P.O.: 2804
Product: 200 200 LB Rip Rap

Carrier: 1558 SCI INC
Vehicle: T5 T5

Received:

	Pounds	Tons	Metric
Ordered	200.00		
Received	165.07		
Remaining	34.93		

Today: 60.49 Loads: 3

Weighmaster: Automated User

SCI # 51907

SCI-51873

7/30/2025
9:52:01 am

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754329

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	78480	39.24	35.60
Tare	31060	15.53	14.09
Net	47420	23.71	21.51

P.O.: 2804
Product: 200 200 LB Rip Rap

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received:

	Pounds	Tons	Metric
Ordered	200.00		
Received	150.06		
Remaining	49.94		

Today: 45.48 Loads: 2

Weighmaster: Automated User

SCI-51978

7/30/2025
11:29:26 am

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754367

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	78000	39.00	35.38
Tare	31000	15.50	14.06
Net	47000	23.50	21.32

P.O.: 2804
Product: 200 200 LB Rip Rap

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received:

	Pounds	Tons	Metric
Ordered	200.00		
Received	188.57		
Remaining	11.43		

Today: 83.99 Loads: 4

Weighmaster: Automated User

SCI-51877

7/30/2025
1:02:22 pm

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003

754401

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	77540	38.77	36.17
Tare	30840	15.47	14.03
Net	46800	23.30	21.14

P.O.: 2804
Product: 200 200 LB Rip Rap

Carrier: 1558 SCI INC
Vehicle: T4 T4

Received:

	Pounds	Tons	Metric
Ordered	500.00		
Received	211.87		
Remaining	288.13		

Today: 107.29 Loads: 5

Weighmaster: Gulfport Scale

7/31/2025
8:52:32 am
Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003
754538

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	58560	29.28	26.56
Tare	26660	13.33	12.09
Net	31900	15.95	14.47

P.O.: 2804
Product: 200 200 LB Rip Rap 15.85 Ton

Ordered	500.00
Received	242.73
Remaining	257.27

Today: 30.86 Loads: 2

Carrier: 1558 SCI INC
Vehicle: T5
Received: *[Signature]*
Weighmaster: Automated User

SCI# 51909

3/7/2025
12:17:44 pm
Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003
755367

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	54740	27.37	24.83
Tare	27340	13.67	12.40
Net	27400	13.70	12.43

P.O.: 2804
Product: 200 200 LB Rip Rap 13.70 Ton

Ordered	500.00
Received	318.95
Remaining	181.05

Today: 13.70 Loads: 1

Carrier: 1558 SCI INC
Vehicle: T5
Received: *[Signature]*
Weighmaster: Automated User

SCI-91874
8/1/2025
7:35:37 am
Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003
754707

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	59200	29.60	26.85
Tare	26620	13.31	12.07
Net	32580	16.29	14.78

P.O.: 2804
Product: 200 200 LB Rip Rap 16.29 Ton

Ordered	500.00
Received	259.02
Remaining	240.98

Today: 16.29 Loads: 1

Carrier: 1558 SCI INC
Vehicle: T5
Received: *[Signature]*
Weighmaster: Automated User

8/1/2025
12:25:44 pm
Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003
754784

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	76920	38.48	34.69
Tare	31120	15.56	14.12
Net	45800	22.90	20.77

P.O.: 2804
Product: 200 200 LB Rip Rap 22.90 Ton

Ordered	500.00
Received	281.92
Remaining	218.08

Today: 39.19 Loads: 2

Carrier: 1558 SCI INC
Vehicle: T4
Received: *[Signature]*
Weighmaster: Automated User

SCI# 51914

Warren Paving
11211 Reichold Road
Gulfport, MS 39505
228-896-8003
754808

Location: 3 Gulfport
Customer: 1558 TODD PARKER LLC DBA
Order: 365
COON BRANCH DRAINAGE

	Pounds	Tons	Metric
Gross	77720	38.88	35.25
Tare	31060	15.53	14.09
Net	46660	23.33	21.16

P.O.: 2804
Product: 200 200 LB Rip Rap 23.33 Ton

Ordered	500.00
Received	305.25
Remaining	194.75

Today: 62.52 Loads: 3

Carrier: 1558 SCI INC
Vehicle: T4
Received: *[Signature]*
Weighmaster: Automated User

SCI# 51913

1/7/2025
 1:35:04 pm

Location: 3
 Customer: 1558
 Order: 385
 COON BRANCH DRAINAGE

P.O.: 2804
 Product: 200

Carrier: 1558
 Vehicle: T5
 Received:

Warren Paving
 11211 Reichold Road
 Gulfport, MS 39505
 228-896-8003

57224
 755385

Gulfport
 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Gross	54980	27.49	24.94
Tare	27620	13.81	12.53
Net	27360	13.68	12.41

200 LB Rip Rap
 13.68 Ton

Ordered	500.00
Received	332.63
Remaining	167.37

Today: 27.38 Loads: 2

Weighmaster: Automated User

5C1-51882
 8/8/2025
 7:06:40 am

Location: 3
 Customer: 1558
 Order: 385
 COON BRANCH DRAINAGE

P.O.: 2804
 Product: 200

Carrier: 1558
 Vehicle: T5
 Received:

Warren Paving
 11211 Reichold Road
 Gulfport, MS 39505
 228-896-8003

755480

Gulfport
 TODD PARKER LLC DBA

	Pounds	Tons	Metric
Gross	56460	28.23	25.61
Tare	27220	13.61	12.35
Net	29240	14.62	13.26

200 LB Rip Rap
 14.62 Ton

Ordered	500.00
Received	347.25
Remaining	152.75

Today: 14.62 Loads: 1

Weighmaster: Automated User



August 25, 2025

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

**Re: Pay Application #2
Diamondhead Paving Project 2025
Gulf Pride Paving, LLC**

Dear Mr. McCraw:

Enclosed, please find Pay Application #2 to be considered for approval by the City Council at the next meeting. The Application includes the period from 7/15/2025 to 8/15/2025. At the end of the application period, we are approximately 84% complete on contract value and 59% on contract time.

I have reviewed this pay application and find that it is an accurate request according to the amount of work that has been completed since the project began. With that said, I recommend that the Council approve payment to Gulf Pride Paving, LLC, in the amount of \$472,456.85. Please do not hesitate to contact me should you have any questions.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in black ink, appearing to read "Sarah McLellan", written in a cursive style.

Sarah McLellan, P.E.
Project Engineer

Enclosures: Pay Application #2 Signed

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 of 5 PAGES

To Owner: **City of Diamondhead**PROJECT: **Diamondhead Paving 2025**APPLICATION NO: **2**

Distribution to:

☐ GC
☒ ENGINEER
☐ CONTRACTOR
☐ OWNER

FROM CONTRACTOR:

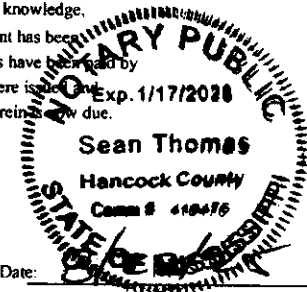
Gulf Pride Paving, LLC
10200 Logan Cline Road
Gulfport, MS 39503
VIA ENGINEER: **Covington Engineering**PERIOD TO: **8/15/25**PROJECT NOS: **16175.08 - WA #36**CONTRACT FOR: **Diamondhead Paving**CONTRACT DATE: **06/23/25****CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM	\$	<u>710,377.50</u>
2. Net change by Change Orders	\$	<u>63,566.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>773,943.50</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>651,611.00</u>
5. RETAINAGE:		
a. <u>5</u> % of Completed Work	\$	<u>32,580.55</u>
(Column D + E on G703)		
b. <u> </u> % of Stored Material	\$	<u> </u>
(Column F on G703)		
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		<u>619,030.45</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>146,573.60</u>
8. CURRENT PAYMENT DUE	\$	<u>472,456.85</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>122,332.50</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	63,566.00	
Total approved this Month	-	
TOTALS	63,566.00	-
NET CHANGES by Change Order	63,566.00	

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

CONTRACTOR: **Gulf Pride Paving, LLC**By: Date: **8/17/2025**State of: **Mississippi**County of: **Hancock**Subscribed and sworn to before me this **25** day of **August**Notary Public: My Commission expires: **04/17/28****ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data
 comprising the application, the Architect certifies to the Owner that to the best of the

Architect's knowledge, information and belief the Work has progressed as indicated,
 the quality of the Work is in accordance with the Contract Documents, and the Contractor
 is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ **\$472,456.85**

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

By: **Sarah McLellan** Date: **8/25/2025**

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

CONTINUATION SHEET

PAGE 2 OF 5 PAGES

APPLICATION NO: 2
 APPLICATION DATE: 8/25/25
 PERIOD TO: 8/15/25
 ENGINEERS PROJECT NO: 16175.08 - WA #36

ITEM NO.:	ITEMS:	UNITS:	ESTIMATED CONTRACT QUANTITY:	UNIT PRICE:	ESTIMATED CONTRACT AMOUNT:	COMPLETED THIS PERIOD:	AMOUNT THIS PERIOD:	COMPLETED TO DATE:	AMOUNT TO DATE:
Base Bid Bayou Drive									
1	Mobilization	1.00	LS	\$15,000.00	\$15,000.00	0%	\$ -	100%	\$ 15,000.00
2	Maintenance of Traffic	1.00	LS	\$10,000.00	\$10,000.00	78%	\$ 7,800.00	100%	\$ 10,000.00
3	Silt Fence	1,000.00	LF	\$2.50	\$2,500.00		\$ -		\$ -
4	Wattles	300.00	LF	\$10.00	\$3,000.00		\$ -		\$ -
5	Removal of Pavement (All Types and Thicknesses)	2,850.00	SY	\$12.00	\$34,200.00		\$ -	2652	\$ 31,824.00
6	Excess Excavation, LVM	900.00	CY	\$11.00	\$9,900.00		\$ -	597	\$ 6,567.00
7	Borrow Material, LVM	100.00	CY	\$20.00	\$2,000.00		\$ -		\$ -
8	Geotextile Fabric - MDOT Type V	2,850.00	SY	\$3.00	\$8,550.00		\$ -	2652	\$ 7,956.00
9	610 Granular Aggregate Base	550.00	CY	\$200.00	\$110,000.00		\$ -	442	\$ 88,400.00
10	1.5" 9.5 mm, ST, Asphalt Pavement	12,000.00	SY	\$15.98	\$191,760.00	12000	\$ 191,760.00	12000	\$ 191,760.00
11	2" 12.5 mm, ST, Asphalt Pavement	2,850.00	SY	\$20.00	\$57,000.00	2652	\$ 53,040.00	2652	\$ 53,040.00
12	Traffic Markings, 24" Stop Bar	210.00	LF	\$18.15	\$3,811.50		\$ -		\$ -
13	4" Thermoplastic, Traffic Stripe, Continuous Yellow	8,750.00	LF	\$2.24	\$19,600.00		\$ -		\$ -
14	4" Thermoplastic, Traffic Stripe, Continuous White	9,000.00	LF	\$2.24	\$20,160.00		\$ -		\$ -
15	Manhole and Valve Riser	3.00	EA	\$500.00	\$1,500.00	0	\$ -	3	\$ 1,500.00

CONTINUATION SHEET

PAGE 3 OF 5 PAGES

APPLICATION NO: 2
 APPLICATION DATE: 8/25/25
 PERIOD TO: 8/15/25
 ENGINEERS PROJECT NO: 16175.08 - WA #36

ITEM NO.:	ITEMS:	UNITS:	ESTIMATED CONTRACT QUANTITY:	UNIT PRICE:	ESTIMATED CONTRACT AMOUNT:	COMPLETED THIS PERIOD:	AMOUNT THIS PERIOD:	COMPLETED TO DATE:	AMOUNT TO DATE:
Alternate 1 Lola Drive									
A1-1	Removal of Pavement (All Types and Thicknesses)	925	SY	\$12.00	\$11,100.00	925	\$ 11,100.00	925	\$ 11,100.00
A1-2	Excess Excavation, LVM	300	CY	\$11.00	\$3,300.00	208	\$ 2,288.00	208	\$ 2,288.00
A1-3	Borrow Material, LVM	50	CY	\$20.00	\$1,000.00		\$ -		\$ -
A1-4	Geotextile Fabric - MDOT Type V	925	SY	\$3.00	\$2,775.00	925	\$ 2,775.00	925	\$ 2,775.00
A1-5	610 Granular Aggregate Base	175	CY	\$200.00	\$35,000.00	188	\$ 37,600.00	188	\$ 37,600.00
A1-6	1.5" 9.5 mm, ST, Asphalt Pavement	2150	SY	\$15.98	\$34,357.00	2150	\$ 34,357.00	2150	\$ 34,357.00
A1-7	2" 12.5 mm, ST, Asphalt Pavement SY 925	925	SY	\$20.00	\$18,500.00	925	\$ 18,500.00	925	\$ 18,500.00
A1-8	Thermoplastic Traffic Markings, 24" Stop Bar	35	LF	\$30.00	\$1,050.00		\$ -		\$ -
A1-9	Manhole and Valve Riser	1	EA	\$500.00	\$500.00		\$ -	1	\$500.00

CONTINUATION SHEET

PAGE 4 OF 5 PAGES

APPLICATION NO: 2
 APPLICATION DATE: 8/25/25
 PERIOD TO: 8/15/25
 ENGINEERS PROJECT NO: 16175.08 - WA #36

ITEM NO.:	ITEMS:	UNITS:	ESTIMATED CONTRACT QUANTITY:	UNIT PRICE:	ESTIMATED CONTRACT AMOUNT:	COMPLETED THIS PERIOD:	AMOUNT THIS PERIOD:	COMPLETED TO DATE:	AMOUNT TO DATE:
Alternate 2 Turnberry									
A2-1	Removal of Pavement (All Types and Thicknesses)	500	SY	\$12.00	\$6,000.00	438	\$ 5,256.00	438	\$ 5,256.00
A2-2	Excess Excavation, LVM	200	CY	\$11.00	\$2,200.00	98	\$ 1,078.00	98	\$ 1,078.00
A2-3	Borrow Material, LVM	50	CY	\$20.00	\$1,000.00		\$ -		\$ -
A2-4	Geotextile Fabric - MDOT Type V	500	SY	\$3.00	\$1,500.00	438	\$ 1,314.00	438	\$ 1,314.00
A2-5	610 Granular Aggregate Base	90	CY	\$200.00	\$18,000.00	73	\$ 14,600.00	73	\$ 14,600.00
A2-6	1.5" 9.5 mm, ST, Asphalt Pavement	4300	SY	\$15.98	\$68,714.00	4300	\$ 68,714.00	4300	\$68,714.00
A2-7	2" 12.5 mm, ST, Asphalt Pavement	500	SY	\$20.00	\$10,000.00	438	\$ 8,760.00	438	\$8,760.00
A2-8	Thermoplastic Traffic Markings, 24" Stop Bar	50	LF	\$30.00	\$1,500.00		\$ -		\$0.00
A2-9	8" Yellow Thermoplastic Solid Golf Cart Path Line	100	LF	\$19.00	\$1,900.00		\$ -		\$0.00
A2-10	Manhole and Valve Riser	6	EA	\$500.00	\$3,000.00		\$ -	0.68	\$ 341.00

CONTINUATION SHEET

PAGE 5 OF 5 PAGES

APPLICATION NO: 2
 APPLICATION DATE: 8/25/25
 PERIOD TO: 8/15/25
 ENGINEERS PROJECT NO: 16175.08 - WA #36

ITEM NO.:	ITEMS:	UNITS:	ESTIMATED CONTRACT QUANTITY:	UNIT PRICE:	ESTIMATED CONTRACT AMOUNT:	COMPLETED THIS PERIOD:	AMOUNT THIS PERIOD:	COMPLETED TO DATE:	AMOUNT TO DATE:
Change Order #1									
CO1-1	Removal of Pavement (All Types and Thicknesses)	280	SY	\$12.00	\$3,360.00	203	\$ 2,436.00	203	\$ 2,436.00
CO1-2	Excess Excavation, LVM	100	CY	\$11.00	\$1,100.00	46	\$ 506.00	46	\$ 506.00
CO1-3	Geotextile Fabric - MDOT Type V	280	SY	\$3.00	\$840.00	203	\$ 609.00	203	\$ 609.00
CO1-4	610 Granular Aggregate Base	55	CY	\$200.00	\$11,000.00	34	\$ 6,800.00	34	\$ 6,800.00
CO1-5	1.5" 9.5 mm, ST, Asphalt Pavement	1500	SY	\$15.98	\$23,970.00	1500	\$ 23,970.00	1500	\$ 23,970.00
CO1-6	2" 12.5 mm, ST, Asphalt Pavement SY 925	280	SY	\$20.00	\$5,600.00	203	\$ 4,060.00	203	\$ 4,060.00
CO1-7	4" Thermoplastic, Traffic Stripe, Continuous Yellow	3750	LF	\$2.24	\$8,400.00		\$ -		\$ -
CO1-8	4" Thermoplastic, Traffic Stripe, Continuous White	4150	LF	\$2.24	\$9,296.00		\$ -		\$ -
TOTAL					\$ 773,943.50		\$ 497,323.00		\$ 651,611.00



August 26, 2025

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

**Re: Pay Application #6
Kome Drive and Kalipekona Pond Drainage Project
JLB Contractors, LLC**

Dear Mr. McCraw:

Enclosed, please find Pay Application #6 to be considered for approval by the City Council at the next meeting. The Application includes the period from 07/01/2025 to 07/31/2025. At the end of the application period, we are approximately 84% complete on contract value and 89% on contract time.

I have reviewed this pay application and find that it is an accurate request according to the amount of work that has been completed since the project began. With that said, I recommend that the Council approve payment to JLB Contractors, LLC, in the amount of \$181,973.59. Please do not hesitate to contact me should you have any questions.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in cursive script that reads "Nathan Long".

Nathan Long, E.I.
Project Engineer

Enclosures: JLB Pay Application #6 Signed

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

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

PROJECT: Kome Dr and Kalipekone Pond
 Drainage Project

APPLICATION NO: 6
APPLICATION DATE: 07/31/25
PERIOD TO: 07/01/25 | 07/31/25
PROJECT NO: 16175FP WA 1
FROM CONTRACTOR:
 JLB Contractors, LLC.
 21294 Johnson Road
 Long Beach, MS 39560
CONTRACT DATE: 12/17/24**CONTRACT FOR:** Pond & Drainage Project**OWNER:** City of Diamondhead**CONTRACTOR'S APPLICATION FOR PAYMENT**
 Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,236,395.00
2. Net change by Change Orders		(\$16,137.07)
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	1,220,257.93
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,031,084.38
5. RETAINAGE:		
a. 5% of Completed Work (Column D + E on G703)	\$	51,554.22
b. 5% of Stored Material (Column F on G703)		\$0.00
TOTAL RETAINAGE (Lines 5a + 5b or Total in Column I of G703)		\$51,554.22
6. TOTAL EARNED LESS RETAINAGE	\$	979,530.16
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 8 from prior Certificate)		\$797,556.57
8. CURRENT PAYMENT DUE	\$	181,973.59
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		\$240,727.77

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

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

CONTRACTOR: JLB Contractors, LLC.
 By: [Signature] Date: 08/26/2025
 State of: Mississippi County of: Hancock
 Subscribed and sworn to before me this 26th day of August, 2025
 Notary Public: Sharon J. Boulet

Date: 08/26/2025

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

AMOUNT CERTIFIED \$181,973.59

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

ENGINEER:By: Nathan Long

Date: 08/26/2025

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

Owner: (If applicable)

By: _____

Date: _____

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

CONTINUATION SHEET				AIA DOCUMENT G703				PAGE TWO OF TWO PAGES								
AIA DOCUMENT G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.				APPLICATION NO:				6								
				APPLICATION DATE:				07/31/25								
				PERIOD TO:				07/01/25 07/31/25								
				PROJECT NO:				16175FP WA 1								
A	B			C	D1	D2	D3	E1	E2	F	G		H	I		
ITEM	DESCRIPTION OF WORK	#UNITS	UNITS OF MEASURE	UNIT PRICE	SCHEDULED VALUE (#UNITS*U-PRICE)	TOTAL WORK IN UNITS			TOTAL WORK VALUE		MATERIALS PRESENTLY STORED (NOT IN E1 OR E2)	TOTAL COMPLETED AND STORED TO DATE (E1+E2+F)	% FINISH (G/C)	BALANCE TO FINISH - UNITS	BALANCE TO FINISH - VALUE	RETAINAGE IF APPL.
						COMPLETED TO DATE (D2+D3)	COMPLETED PREVIOUS APPL.	COMPLETED THIS PERIOD	COMPLETED PREVIOUS APPL.	COMPLETED THIS PERIOD						
01505-1	Mobilization	LS	1	\$120,000.00	\$120,000.00	0.53	0.53	0.00	\$ 63,000.00	\$ -		\$ 63,000.00	53%	0.47	\$ 56,400.00	\$ 3,180.00
02050-1	Demolition - Kome Drive	LS	1	\$85,000.00	\$85,000.00	1.00	1.00	0.00	\$ 85,000.00	\$ -		\$ 85,000.00	100%	0.00	\$ -	\$ 3,250.00
02050-2	Demolition - Kallipekone Way	LS	1	\$25,000.00	\$25,000.00	1.00	1.00	0.00	\$ 25,000.00	\$ -		\$ 25,000.00	100%	0.00	\$ -	\$ 1,250.00
02226-1	Ditch Excavation and Grading	LF	125	\$15.00	\$1,875.00	00.00	00.00	0.00	\$ 1,850.00	\$ -		\$ 1,850.00	72%	35.00	\$ 826.00	\$ 87.80
02226-2	Borrow Excavation, LVM (CO#1)	CY	800	\$25.00	\$20,000.00	799.55	841.55	258.00	\$ 13,536.75	\$ 6,450.00		\$ 19,986.75	100%	0.00	\$ 11.25	\$ 999.44
02226-3	Excavation, LVM (CO#1)	CY	800	\$25.00	\$20,000.00	822.84	822.84	0.00	\$ 20,866.00	\$ -		\$ 20,866.00	81%	77.36	\$ 1,834.00	\$ 1,028.50
02234-1	Size 810 Crushed Stone Base (CO#1)	CY	130	\$145.00	\$18,850.00	00.86	58.29	32.57	\$ 8,452.05	\$ 4,722.65		\$ 13,174.70	70%	38.14	\$ 5,675.30	\$ 858.74
02295-1	8ft Fence (CO#1)	LF	2000	\$5.00	\$10,000.00	1610.00	1610.00	0.00	\$ 8,080.00	\$ -		\$ 8,080.00	81%	390.00	\$ 1,980.00	\$ 402.60
02295-2	Wattles	LF	350	\$6.50	\$2,275.00	314.00	314.00	0.00	\$ 2,041.00	\$ -		\$ 2,041.00	90%	38.00	\$ 234.00	\$ 102.05
02512-1	1.5" 12.50-mm, ST, Asphalt Pavement	SY	210	\$50.00	\$10,500.00	0.00	0.00	0.00	\$ -	\$ -		\$ -	0%	0.00	\$ 10,500.00	\$ -
02512-2	1.5" 12.50-mm, ST, Asphalt Pavement	SY	210	\$50.00	\$10,500.00	0.00	0.00	0.00	\$ -	\$ -		\$ -	0%	0.00	\$ 10,500.00	\$ -
02512-3	Traffic Markings	LF	200	\$40.00	\$8,000.00	0.00	0.00	0.00	\$ -	\$ -		\$ -	0%	0.00	\$ 8,000.00	\$ -
02522-1	Concrete Drive Repair	SY	705	\$100.00	\$70,500.00	705.00	705.00	0.00	\$ 70,500.00	\$ -		\$ 70,500.00	100%	0.00	\$ -	\$ 3,625.00
02721-1	Reinforced Cast-In-Place Concrete (CO#3)	CY	30	\$4,000.00	\$120,000.00	28.85	18.85	13.45	\$ 84,780.00	\$ 35,640.00		\$ 120,420.00	89%	0.00	\$ 1,400.00	\$ 8,900.00
02721-2	Castings/Gratings for Concrete Structures	LBS	2100	\$6.50	\$13,650.00	1676.00	1475.00	201.00	\$ 9,587.50	\$ 1,306.50		\$ 10,894.00	80%	428.00	\$ 2,756.00	\$ 544.70
02722-1	18" RCP (CO#1)	LF	34	\$100.00	\$3,400.00	34.00	34.00	0.00	\$ 3,400.00	\$ -		\$ 3,400.00	100%	0.00	\$ -	\$ 170.00
02722-2	24" RCP (CO#1)	LF	37	\$100.00	\$3,700.00	37.00	37.00	0.00	\$ 3,700.00	\$ -		\$ 3,700.00	100%	0.00	\$ -	\$ 185.00
02722-3	44" 27" RCP (CO#1)(CO#3)	LF	48	\$180.00	\$8,640.00	48.00	48.00	0.00	\$ 8,640.00	\$ -		\$ 8,640.00	100%	0.00	\$ -	\$ 432.00
02722-4	36" RCP (CO#1)(CO#3)	LF	296	\$150.00	\$44,400.00	296.00	248.00	48.00	\$ 37,200.00	\$ 7,200.00		\$ 44,400.00	100%	0.00	\$ -	\$ 2,220.00
02723-1	16" HDPE Drain Pipe (CO#1)	LF	263	\$70.00	\$18,410.00	263.00	263.00	0.00	\$ 18,410.00	\$ -		\$ 18,410.00	100%	0.00	\$ -	\$ 820.66
02723-2	24" HDPE Drain Pipe (CO#1)	LF	631.5	\$90.00	\$56,835.00	631.50	631.50	0.00	\$ 56,835.00	\$ -		\$ 56,835.00	100%	0.00	\$ -	\$ 2,841.75
02723-3	16" Nyloplast Basin (All Sizes) includes casting	EA	4	\$2,500.00	\$10,000.00	4.00	4.00	0.00	\$ 9,000.00	\$ -		\$ 9,000.00	100%	0.00	\$ -	\$ 500.00
02723-4	24" Nyloplast Basin (All Sizes) includes casting (CO#1)	EA	10	\$3,000.00	\$30,000.00	10.00	10.00	0.00	\$ 30,000.00	\$ -		\$ 30,000.00	100%	0.00	\$ -	\$ 1,500.00
02723-5	Loose Riprap, on Geotextile Fabric	CY	85	\$120.00	\$10,200.00	0.00	0.00	0.00	\$ -	\$ -		\$ -	0%	0.00	\$ 11,400.00	\$ -
02931-1	Solid Sod (CO#3)	SY	2500	\$8.00	\$20,000.00	2100.00	2100.00	0.00	\$ 16,800.00	\$ -		\$ 16,800.00	84%	400.00	\$ 3,200.00	\$ 640.00
02931-2	Hydroseeding	SY	1900	\$2.00	\$3,800.00	0.00	0.00	0.00	\$ -	\$ -		\$ -	0%	0.00	\$ 2,000.00	\$ -
02935-1	Maintenance of Traffic	LS	1	\$35,000.00	\$35,000.00	0.80	0.70	0.10	\$ 24,500.00	\$ 3,500.00		\$ 28,000.00	80%	0.20	\$ 7,000.00	\$ 1,400.00
M-1	W-Shaped Guardrail w/ End Sections	LF	80	\$150.00	\$12,000.00	0.00	0.00	0.00	\$ -	\$ -		\$ -	0%	0.00	\$ 12,000.00	\$ -
W-1a	Water Main Adjustment	EA	1	\$10,000.00	\$10,000.00	1.00	1.00	0.00	\$ 10,000.00	\$ -		\$ 10,000.00	100%	0.00	\$ -	\$ 500.00
W-1b	Water Service Line Adjustment (CO#1)	EA	3	\$3,000.00	\$9,000.00	3.00	3.00	0.00	\$ 9,000.00	\$ -		\$ 9,000.00	100%	0.00	\$ -	\$ 450.00
W-1c	Irrigation Line Protection/Relocation (CO#1)	EA	10	\$1,500.00	\$15,000.00	10.00	10.00	0.00	\$ 15,000.00	\$ -		\$ 15,000.00	100%	0.00	\$ -	\$ 750.00
35310-2	Pond Dredging and Disposal to 7.5 Elevation (CO#1)	CY	11186	\$30.00	\$335,580.00	9396.40	8712.00	2684.40	\$ 201,360.00	\$ 80,532.00		\$ 281,892.00	84%	1789.60	\$ 53,688.00	\$ 14,094.60
CO1-1	Anchoring Systems (CO #1)	LS	1	\$42,242.93	\$42,242.93	1.00	1.00	0.00	\$ 42,242.93	\$ -		\$ 42,242.93	100%	0.00	\$ -	\$ 2,112.15
CO3-1	Additional Dewatering (CO #3)	LS	1	\$34,000.00	\$34,000.00	0.00	0.00	1.00	\$ -	\$ 34,000.00		\$ 34,000.00	0%	0.00	\$ -	\$ 1,700.00
TOTAL					\$1,220,287.93				\$ 836,533.23	\$ 191,561.15		\$ 1,028,094.38		3192.57	\$ 189,173.55	\$ 40,854.22

EXHIBIT "C"**WORK ASSIGNMENT
WORK ASSIGNMENT NO 34**

PROJECT NUMBER: - Support for 2025 Annual Unit Price Contract – Amendment #2

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

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

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

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

Tasks:

- A. Provide schematic level drawings as needed to be used by unit price contractor showing the components of the project (i.e. location, depth, pipe size, inverts, etc)
- B. Perform field site visits and investigations at the request of the city to determine the need and scope of improvements.
- C. Perform field site visits to inspect the work completed by the unit price contract.
- D. Perform field surveys and documents as requested by the City of Diamondhead and as necessary to support the work of the unit price contractor.
- E. Perform other tasks requested by the City of Diamondhead to support the unit price contractor.

Fees will be based off the current master service agreement rate schedule and shall be tracked for each project request.

- Amendment #1 increase the total not to exceed amount from \$20,000 to \$30,000.
- Amendment #2 increase the total not to exceed amount from \$30,000 to \$40,000.

WORK ASSIGNMENT TERM [No new Work Assignments shall be executed after *September 30, 2025.*]

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until *September 30, 2025*, at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

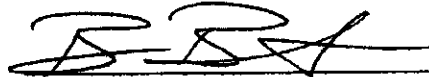
DBEGOAL

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

KEY PERSONNEL

CITY

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



Ben Benvenuti, P.E., Principal Engineer

MAXIMUM ALLOWABLE COST

Contract Maximums:

Under no circumstances shall the amount payable by the City for this assignment exceed \$40,000.00 (Total of all Charges) without the prior written consent of both parties.

Both parties hereto represent that they have authority to enter into Work Assignment No. 34, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE _____ DAY OF _____ -

City of Diamondhead

Signature

Covington Civil and Environmental



Signature

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

ATTEST: _____

NOTICE OF AWARD

Date of Issuance: September 2, 2025

Owner: City of Diamondhead

Owner's Project No.: 2025-005

Engineer: Chiniche Engineering & Surveying

Engineer's Project No.: 17-057-00-10-2023

Project: 2025-005 Canal Dredging Rebid

Contract Name: 2025-005 Canal Dredging Rebid

Bidder: Breakwater Marine Construction, LLC

Bidder's Address: 6531 Bridgeview Drive, Biloxi MS 39532

You are notified that Owner has accepted your Bid dated **August 13, 2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

2025-005 Canal Dredging Rebid

The award is tentative, pending final review and approval by MDEQ and/or RESTORE Council.

The Contract Price of the awarded Contract is **\$4,403,000.00** (base bid only).

One copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☒ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 3 originals of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if applicable): Current Certificate of Insurance

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Diamondhead**

By (signature):

Name (printed): Jon McCraw

Title: City Manager

Copy: Engineer

Exhibit 1



August 27, 2025

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

RE: 2025-005 Canal Dredging Rebid

Dear Mr. McCraw,

Bids were received for the 2025-005 Canal Dredging Rebid project on August 13, 2025. There were four (4) bids received. Attached is a certified bid tabulation indicating the breakdown of unit price of each bidder. All bids were reviewed for inclusion of appropriate bidding documents.

The apparent lowest bidder, J.E. Talley Construction, Inc. did not submit the MS First Certification letter that is required per Miss. Code Sec. 31-5-37(2), which states that "each contractor SHALL submit with their bid a certification that they will comply with the provisions if they are awarded a contract." This requirement was confirmed by MDEQ, and they recommended that the bid be rejected. Additionally, J.E. Talley Construction, Inc. did not submit the correct version of the Questionnaire that was required to be submitted with the bid. It is recommended that this bid be rejected.

Breakwater Marine Construction, LLC was the second lowest and best bidder with a submitted Base Bid of \$4,403,000.00 and a Deductive Alternate #1 bid of -\$483,000.00, for a project total of \$3,920.00.00. Upon review of the bid, it is my opinion that the Breakwater Marine Construction, LLC bid will be sufficient to successfully complete this project to the satisfaction of the City of Diamondhead. It should be noted that the bid submitted by Breakwater Marine Construction, LLC included only one (1) copy of the Non-Collusion Affidavit and the Certification Regarding Debarment, Suspension, and Other Responsibility Matters. It is recommended that the City waive this irregularity.

We have discussed with Breakwater Marine Construction, LLC the project details and scope of work. They are fully aware of the project requirements and are comfortable with the schedule for completion of the project. Since there is sufficient funding in place, there is no need to award the Deductive Alternate #1. I recommend awarding only the base bid to Breakwater Marine Construction, LLC.

Please let me know if you have any questions regarding this matter.

Sincerely,

Jason Chiniche, P.E.

Enclosure

407 Highway 90, Bay St. Louis, MS 39520 · O: (228) 467-6755 · F: (844) 273-1291

City of Diamondhead 2025-005 Canal Dredging - Rebid

Engineering No. 07-057-00-10-2023

Bid Opening: Wednesday, August 13, 2025 at 10:00 AM

Bid Location: 5000 Diamondhead Circle, Diamondhead MS 39525

Bid Tabulation



				JE Talley Construction Inc. 1711Prospect Ave. Pascagoula, MS 39567		Breakwater Marine Construction, LLC 6531 Bridgeview Drive Biloxi, MS 39532		J.E. Borries Inc. 2816 Front Street Pascagoula, MS 39567		Blue Diving & Salvage LLC 4032 Dauphin Island Pkwy Mobile, AL 36605	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
01500 A	Mobilization	1	LS	\$82,500.00	\$ 82,500.00	\$ 75,000.00	\$ 75,000.00	\$210,200.00	\$ 210,200.00	\$379,081.00	\$ 379,081.00
02200 A	Canal Dredging	102,000	CY	\$ 9.90	\$ 1,009,800.00	\$ 28.00	\$ 2,856,000.00	\$ 17.00	\$ 1,734,000.00	\$ 21.65	\$ 2,208,300.00
02200 B	Transportation of Dredged Material to Beneficial Use Site	102,000	CY	\$ 18.59	\$ 1,896,180.00	\$ 8.00	\$ 816,000.00	\$ 12.70	\$ 1,295,400.00	\$ 15.75	\$ 1,606,500.00
02200 C	Placement of Dredged Material at Beneficial Use Site	102,000	CY	\$ 9.90	\$ 1,009,800.00	\$ 6.00	\$ 612,000.00	\$ 12.10	\$ 1,234,200.00	\$ 10.65	\$ 1,086,300.00
02200 D	Removal & Disposal of Debris, Obstructions & Unsuitable Material	1,000	CY	\$ 22.00	\$ 22,000.00	\$ 44.00	\$ 44,000.00	\$ 58.00	\$ 58,000.00	\$ 12.00	\$ 12,000.00
TOTAL BASE BID				\$ 4,020,280.00		\$4,403,000.00		\$4,531,800.00		\$ 5,292,181.00	
02200 A	Canal Dredging	-11,500	CY	\$ 9.90	\$ 113,850.00	\$ 28.00	\$ (322,000.00)	\$ 17.00	\$ 195,500.00	\$ 18.00	\$ 207,000.00
02200 B	Transportation of Dredged Material to Beneficial Use Site	-11,500	CY	\$ 18.59	\$ 213,785.00	\$ 8.00	\$ (92,000.00)	\$ 12.70	\$ 146,050.00	\$ 11.50	\$ 132,250.00
02200 C	Placement of Dredged Material at Beneficial Use Site	-11,500	CY	\$ 9.90	\$ 113,850.00	\$ 6.00	\$ (69,000.00)	\$ 12.10	\$ 139,150.00	\$ 5.50	\$ 63,250.00
TOTAL DEDUCTIVE ALTERNATE #1				\$ 441,485.00		\$ (483,000.00)		\$ 480,700.00		\$ 402,500.00	
CUMULATIVE TOTAL				\$ 3,578,795.00		\$3,920,000.00		\$4,051,100.00		\$ 4,889,681.00	

THIS IS TO CERTIFY THAT THE TABULATION OF BIDS SHOWN HEREIN
IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.



8/27/2025

2025-215

Item No. 15.



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

Equipment Disposition Request

Department : Public Works/Police

Fixed Asset #	Description of Item	Quantity Disposed	Month/Yr Purchased	Asset Tag #	Unit Cost	Net Asset Value	Equipment Condition	Recommended Disposition Method/Action
00000227	JCB Backhoe Model 3CX14M4CM	1	06/2014	227	74,425.00	7,442.00	F	GovDeals Auction
00000230	2014 Asphalt Hot Box	1	07/2014	230	39,918.00	3,892.00	F	GovDeals Auction
00000074	1993 Ford Tractor	1	01/2013	074	4,000.00	0.00	P	GovDeals Auction
00000005	John Deere Gator	1	05/2013	005	5,849.00	0.00	P	GovDeals Auction
00000361	John Deere Gator	1	12/2016	361	6,735.00	0.00	P	GovDeals Auction
	Assorted Wrenches (Armstrong)	17		N/A		0.00	F	GovDeals Auction
	Assorted Wrenches (Stanley)	2		N/A		0.00	F	GovDeals Auction
	Scrap Metal/Aluminum					0.00	F	GovDeals Auction
00000576	JCB Backhoe Model 3CX 15HFCE	1	09/2025	576	83,690.00	21,200.00	P	GovDeals Auction
	Officer Pants	68		N/A		0.00	P	Destroy
	Officer Shirts	85		N/A		0.00	P	Destroy
	concrete round pipe - various sizes	28		N/A		0.00	G	GovDeals Auction
	concrete arch pipe - various sizes	38		N/A		0.00	G	GovDeals Auction

Approval Signature

Date

Department Head : _____

FA Coordinator : _____

City Manager : _____

Physical Condition Guide:

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



2025-219

Item No. 16.

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

August 29, 2025

Diamondhead City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

RE: Fire Rebate Funds

The City has received fire rebate funds totaling \$66,730.70. The funds are sent annually to the municipality by the Department of Insurance and can only be spent for fire department expenses. An agreement was entered into at a Recess Meeting on April 29, 2025 with Hancock County Board of Supervisors and the Diamondhead Fire Department for fire protection services.

It is my recommendation to approve distribution of \$66,730.70 to the Hancock County Board of Supervisors for qualifying expenses specific to the Diamondhead Fire Department relating to fire protection services pursuant to the agreement.

Thank you in advance for your approval in this matter.

Sincerely,

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

Jeannie Klein
City Clerk

FIRE PROTECTION AGREEMENT
BETWEEN
CITY OF DIAMONDHEAD, MISSISSIPPI,
HANCOCK COUNTY BOARD OF SUPERVISORS
AND
THE DIAMONDHEAD FIRE DISTRICT

The City of Diamondhead and Hancock County, recognizing the necessity and wisdom of cooperation in fire protection, do hereby agree to assist each other as described below and in furtherance to and pursuant to the terms of the Interlocal Cooperation Agreement between the City of Diamondhead and Hancock County.

The Diamondhead Fire District of Diamondhead, Mississippi provides fire protection services to the residents of the City of Diamondhead, and recognizes that fire protection to such residents and areas of Diamondhead is best provided at this time by cooperative agreements between fire protection districts and municipalities, State agencies other entities located within the County.

The Diamondhead Fire District agrees to respond to fires in the City of Diamondhead corporate limits as well as other agreed response areas established by the parties hereto and shown on map maintained by the Diamondhead Fire District Fire Chief. The geographic area shall hereafter be referred to as the "agreed response area". It is understood between the parties that, except as otherwise hereafter provided, the Diamondhead Fire District has a first responsibility to provide fire protection to its Diamondhead municipal residents. The Diamondhead Fire District further agrees to respond to rural fires beyond the agreed response area as it feels necessary and proper.

In accordance with the provisions of the Mississippi Code, the Hancock County Board of Supervisors has appointed the Hancock County Emergency Management Director as County Fire Coordinator to act as a liaison between the City of Diamondhead, Diamondhead Fire District, State Coordinator, the Commissioner of Insurance and The State Rating Bureau and entities providing fire protection services to City of Diamondhead, including the City signatory to the contract. This duties of the Fire Coordinator include administrative functions, including securing of documents and reports necessary to secure rebate funds through the Department of Insurance. City of Diamondhead, Diamondhead Fire District and Hancock County Board of Supervisors agree the County Fire Coordinator shall be the initial County representative for receipt of documents and reports required hereunder related to inspection, maintenance and use of fire equipment, and for certificates of insurance and other documentation required by the Commissioner of Insurance for release of fire rebate funds.

In return for provision of fire protection services for the residents of the corporate city limits of Diamondhead, the governing body of the City of Diamondhead agrees to transfer to the Hancock County Board of Supervisors all annual insurance rebate allocations which funds shall be earmarked and solely expended for the support, operation, maintenance and equipping of the Diamondhead Fire District for

the purpose of providing fire protection within the corporate limits of the City of Diamondhead; as is provided by State Law under the provision of Section 83-1-39 of the Mississippi Code. The Diamondhead Fire District and the Hancock County Board of Supervisors further agree to follow and comply with guidelines established by the Commissioner of Insurance in the compliance with Section 45-11-7 of the Mississippi Code, and to establish and maintain a system of record keeping and reports related to the receipt and expenditure of fire protection funds, the training of fire personal and the submission of other data reasonably related to local fire protection responsibilities. Such information and reports shall be provided on a monthly basis to County Fire Coordinator.

DATE: 4/29/2025

City of Diamondhead, Mississippi

BY:

Mayor



DATE: 5/5/2025

Hancock County Board of Supervisors

BY:

Board President



DATE: 4/23/2025

Diamondhead Fire District

BY:

Board President

DATE: 5-13-2025

Approved

Commissioner of Insurance

CITY OF DIAMONDHEAD
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
RFQ 2025-007

Item No. 17.

General: The City of Diamondhead seeks “Request for Qualifications” from qualified engineering firms to provide engineering services under two (2) separate scopes of service; Scope 1 on an “as needed” basis for general engineering needs, including but not limited to, preliminary non-federal project design, and Scope 2 for other federal program or non-federal funded projects. The City Council may select one or more firms to provide said services using the “Competitive Negotiation Procedure for Professional Services”. The Request for Qualifications is due no later than **10:00 a.m. on Friday, October 10, 2025** at the City of Diamondhead, Attn: City Clerk, 5000 Diamondhead Circle, Diamondhead, MS 39525.

Scope of Services:

- Scope 1) General engineering services provided under a Master Service Agreement for potential project as may be needed include, but are not limited to drainage, recreation, landscaping, sitework, road and bridge projects, GIS Services, subdivision plan and plat review, floodplain management services –
~~**DELETE: qualification and fee-based selection on pre-determined Standard Hourly Fee Schedule included in the RFQ labeled Exhibit “I”.**~~
- Scope 2) Federal-funded projects include, but are not limited to GOMESA, MDOT, funding opportunities available and/or administered through Mississippi Development Authority or any funding opportunity whether supported in- whole or in- part with federal funds.

Any contract resulting from this solicitation may be subject to any terms and conditions of applicable federal and/or state funding laws and regulations.

Minority and women’s business enterprises are solicited to submit a bid on this contract as prime contractors and are encouraged to make inquiries regarding potential subcontracting opportunities.

All firms submitting a proposal **MUST** make positive efforts to use small and minority owned business and women business enterprises. See 2 C. F. R. §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

Term of Contract: The City may enter into a four-year contract with the selected engineering firm(s).

Detailed specifications, including sample contract(s) and exhibits, are on file and may be examined without charge at the following locations:

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, Mississippi 39525

www.diamondheadbids.com
(log-in/registration required)

Specifications are being made available via hard copy or digital download. Interested firms are required to log-in or register for an account to view or order bid documents at

www.diamondheadbids.com. Specification documents are non-refundable and must be purchased through the website. Questions regarding website registration and online orders, please contact Plan House at 228-248-0181. No partial sets of specifications will be issued. No specification documents (hard copies or electronic copies) will be issued to firms within twenty-four (24) hours of the time indicated above for receiving proposals.

Proposals must be submitted in accordance with instructions in the Request for Qualifications issued by the City of Diamondhead. Proposals in response to the RFQ shall be in hardcopy with accompanying digital copy in a sealed envelope and outside of envelope shall be marked plainly **Request for Qualifications Engineering Services RFQ 2025-007** and shall be addressed to Jeannie Klein, City Clerk, City of Diamondhead at 5000 Diamondhead Circle, Diamondhead, Mississippi 39525. No electronic, oral, telegraphic, telephonic, or e-mail proposals will be considered. Each firm shall write firm name and address on the outside of the sealed envelope containing the proposal. All interpretations of the RFQ shall be directed in writing to Jon McCraw, City Manager at jmccraw@diamondhead.ms.gov. An acknowledged received copy of all RFQ Addenda issued by the City of Diamondhead via Plan House must be included with the proposal(s).

Submittal of Proposal:

Each firm submitting a proposal(s) should submit at least one hardcopy clearly labeled for each service scope and a combined singular digital copy of their proposal(s).

The City of Diamondhead reserves the right to reject any and all proposals received.

By Order of the Governing Body of the City of Diamondhead, this the 2nd day of September 2025.

Jeannie Klein, City Clerk
Diamondhead, Mississippi

Publish 9/11/2025 and 9/18/2025

Agenda Item #2025-

City of Diamondhead, MS
Request for Council Action

TO: City Council/City ClerkFROM: Anna LieseDATE: 8/26/25

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

AGENDA LOCATION: ☐ Consent Agenda ☒ Regular Agenda

AGENDA DATE REQUESTED 9/2/25

Motion to request the City Manager explore viable options for repurposing the former guard house on Gex Drive, including the potential for establishing a "Welcome Center" and evaluating the feasibility of utilizing volunteers from the community to staff the facility.

REQUIRED SIGNATURE

REQUESTED BY:

Anna Liese

COUNCIL ACTION:

☐ Approved
 ☐ Denied
 ☐ Tabled/Deferred
 ☐ Info Only

Completed:



5000 Diamondhead Circle • Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: August 29, 2025

SUBJECT: 6810 Apona St. Side Yard Setback Variance

- 4' SYSB variance requested for carport addition.
- Swale added between properties.
- Gutters and downspouts will be installed.
- Minimal additional runoff.
- No objections.

The Planning & Zoning Commission voted 5-0 to recommend.



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

STAFF REPORT TO PLANNING COMMISSION

DATE: August 26, 2025

NATURE OF REQUEST: Albert Chase has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow a carport addition within 6' of the side yard property line. The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.

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

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

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

- A. That special conditions and circumstances *do* exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district. *Lot is only 75' wide.*
- B. That literal interpretation of the provisions of this title *would* deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title. *Many of the lots in this district have carports.*
- C. That special conditions and circumstances, if any, *do not* result from the actions of the applicant. *Conditions are created by lot design.*
- 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. *There are many residents in the R-6 District that have been granted a variance to allow carports.*
- 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 *does* observe the spirit of the Ordinance and *will not* change the character of the district (area).
- G. The Variance *will* observe the spirit of the Comprehensive Plan.
- H. That the Variance requested *will not* result in any change in use or density of the subject property.



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

APPLICATION FOR VARIANCE REQUEST

Case Number: 202500503

Date 08/01/25

Applicant: Albert Chasse

Applicant's Address: 6810 Apona st

Applicant's Email Address: Chassealbert@gmail.com

Applicant's Contact Number: (Home) _____ (Work) 2283635514 (Cell) _____

Property Owner: _____

Owner's Mailing Address: _____

Owner's Email Address: _____

Owner's Contact Number: (Home) _____ (Work) _____ (Cell) _____

Tax Roll Parcel Number: 131A-0-01-064.000

Physical Street Address: _____

Legal Description of Property: _____

Zoning District: R-6

State Purpose of Variance: (Front/Side/Rear/Lot Size/Parking/Building/Coverage)
(Signage-Size-Height) Attaching Carport w/in 6' of SYSB

STATEMENT OF UNDERSTANDING

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

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

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

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

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

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

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

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

The Public Hearing will be held on August 26/25 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

N/A (☐) Parking Spaces

(☒) List of Property Owner

(☒) Application Signed

(☒) Written Project Description

(☒) Drainage Plan NA ()

N/A (☒) Notarized Statement NA ()

REQUIRED ITEM AProperty Owner Albert ChaseStreet Address 6810 Apona St.

Statement Describing Variance Request

4' Variance to 10' SYSB to construct
Attached Carport

The reasons why it complies with the criteria for variances:

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

Response: Yes, need additional Covered Parking

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: Yes, Many R-6 zoned residences have Attached
Carports

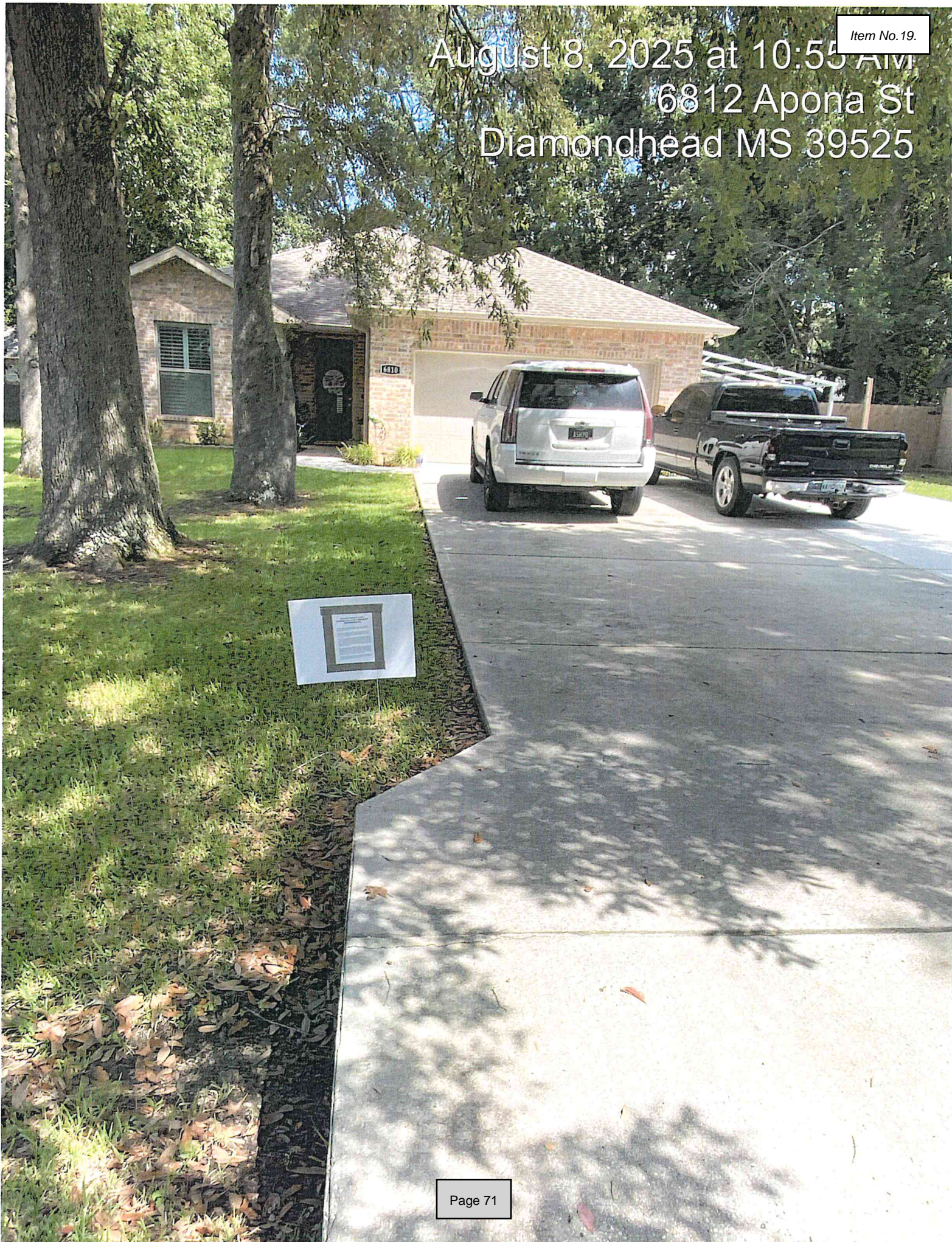
3. ARE THE SPECIAL CONDITIONS OR CIRCUMSTANCES NOT CAUSED BY THE OWNER/APPLICANT?

Response: Yes, Lots in the area are 75x140, Long &
Narrow

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

Response: Yes

August 8, 2025 at 10:55 AM
6812 Apona St
Diamondhead MS 39525



NOTICE OF PUBLIC HEARING

PLANNING AND ZONING COMMISSION

DIAMONDHEAD, MS

Albert Chase has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow a carport addition within 6' of the side yard property line .

The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.

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

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

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



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

TO: Albert Chase and adjacent property owners

FROM: J. Pat Rich, Development Coordinator

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

DATE: August 5, 2025

SUBJECT: Variance request before the Planning & Zoning Commission

Albert Chase has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow a carport addition within 6' of the side yard property line. The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.

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

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

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

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

Albert Chase has filed an application requesting a variance from the Zoning Ordinance (Article 3.4.7) to allow a carport addition within 6' of the side yard property line .

The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.

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

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

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



TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: August 29, 2025

SUBJECT: 3 Whispering Branch Way Rear Yard Setback Variance

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

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



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

STAFF REPORT TO PLANNING COMMISSION

DATE: August 26, 2025

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

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

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

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

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

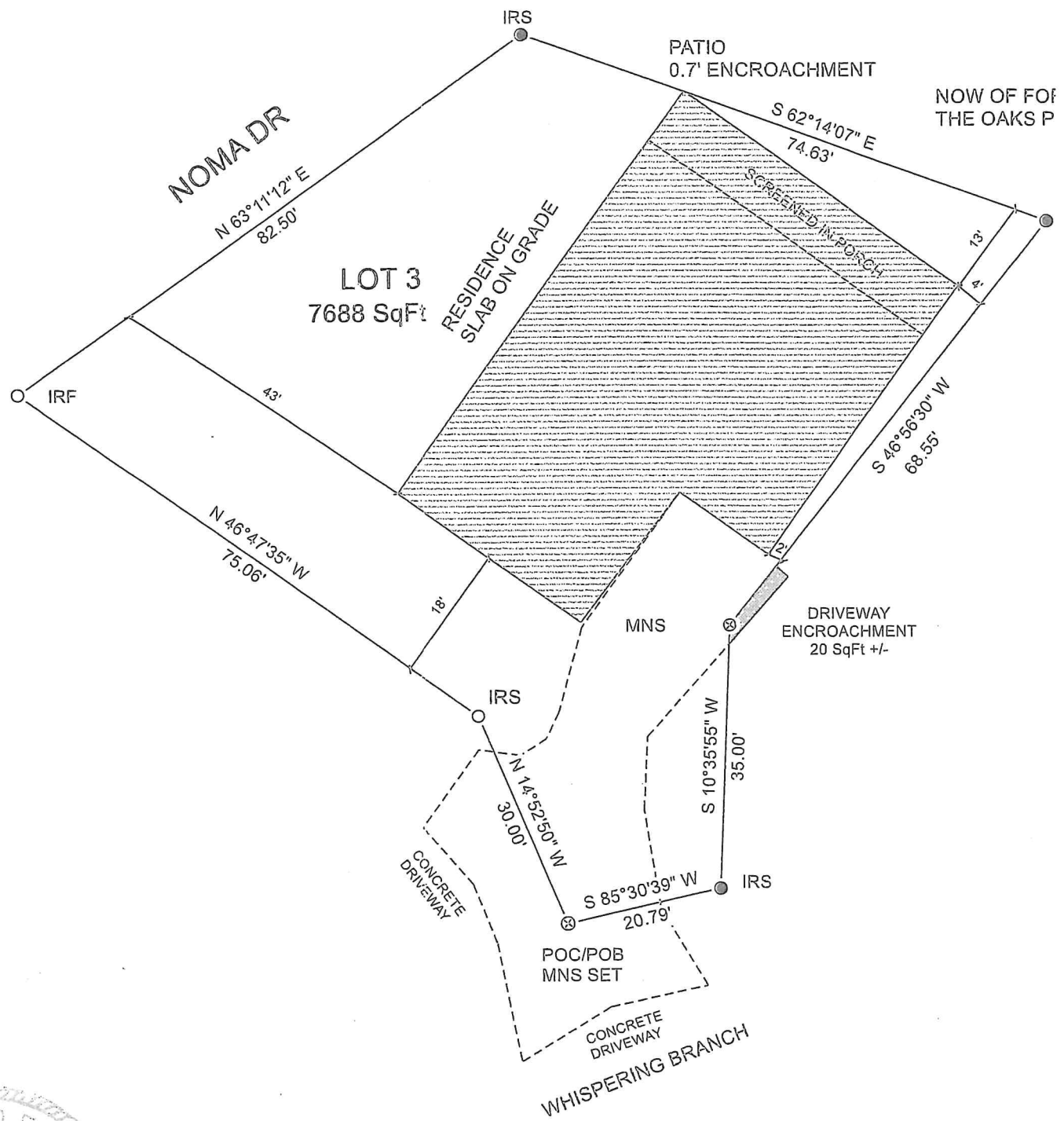
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5000 Diamondhead Circle
 Diamondhead, MS 39525
 Ph: 228-222-4626
 FX: 228-222-4390

APPLICATION FOR VARIANCE REQUEST 202500448

Case Number: 25B012

Date 7/18/25

Applicant: REID A. PARKER

Applicant's Address: 3 WHISPERING BRANCH WAY

Applicant's Email Address: REIDAPARKER618@GMAIL.COM

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

Property Owner: REID A. PARKER

Owner's Mailing Address: 3 WHISPERING BRANCH WAY

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

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

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

Physical Street Address: 3 WHISPERING BRANCH

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

Zoning District: R-3

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

STATEMENT OF UNDERSTANDING

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

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

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

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

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

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

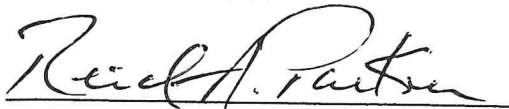
That additional information may be required by the Planning Commission prior to final disposition.

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

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

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

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



Signature of Applicant



Signature of Property Owner

_____ For Official Use Only _____

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

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

REQUIRED ITEM AProperty Owner REID A. PARKERStreet Address 3 WHISPERING BRANCH, DIAMONDHEAD MS.

Statement Describing Variance Request

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

The reasons why it complies with the criteria for variances:

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

Response: yes,

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

Response: yes

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

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

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

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

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

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

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

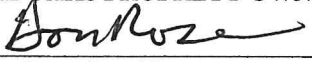
WHEREAS, The Oaks property owners, Reid and Regina Parker, of 3 Whispering Branch, Diamondhead, Mississippi and have requested a variance of the normal five (5) foot setback from The Oaks Common Area property line to accommodate an honest and unfortunate mistake of measurement wherein a newly constructed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

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


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

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

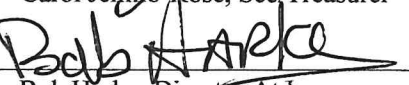
THE OAKS PROPRETY OWNERS ASSOCIATION, INC.


Don Rose, President


Georgia Howard, Director At Large


Barbara Manix


Carol Jemilo-Rose, Sec/Treasurer


Bob Harko, Director At Large

DIAMONDHEAD WATER & SEWER DISTRICT

REQUEST FOR AN ABANDONMENT OF EASEMENT

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

EMAIL ADDRESS: _____

DESIRE TO HAVE UTILITY EASEMENT ABANDONED BETWEEN:

PROPERTY DESCRIPTION: PHASE 2 UNIT _____ BLOCK 10 LOT 3

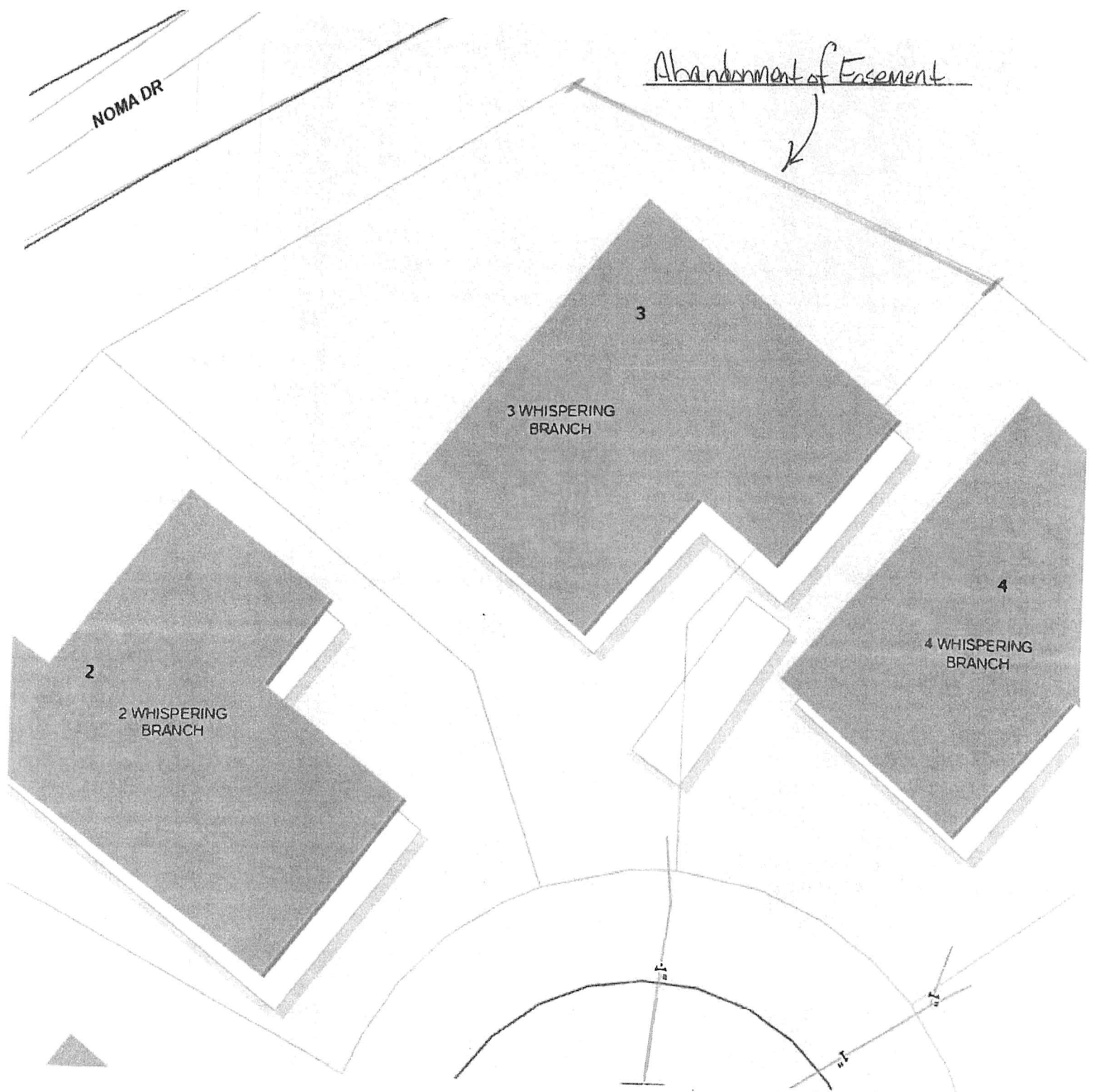
PHASE _____ UNIT _____ BLOCK _____ LOT _____

PHASE _____ UNIT _____ BLOCK _____ LOT _____

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

OFFICE USE ONLY:

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



APPROVED
JUN 19 2025
BY: *[Signature]*

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





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

TO: Reid A. Parker and adjacent property owners

FROM: J. Pat Rich, Development Coordinator

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

DATE: August 5, 2025

SUBJECT: Variance request before the Planning & Zoning Commission

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

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

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

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

NOTICE OF PUBLIC HEARING

PLANNING AND ZONING COMMISSION

DIAMONDHEAD, MS

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

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

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

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

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

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

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

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

Agenda Item #2025- 210

City of Diamondhead, MS
Request for Council Action

TO: City Council/City ClerkFROM: Anna LieseDATE: 8/27/25

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

AGENDA LOCATION: ☐ Consent Agenda ☒ Regular Agenda

AGENDA DATE REQUESTED 9/2/25

Motion to direct the Planning and Zoning Commission to review and revise the language in the current tree ordinance regarding the clearing of lots, both residential and commercial. While the ordinance clearly requires a certain number of trees to be retained, it does not fully align with the intent of preserving mature trees and safeguarding the city's tree canopy. The Commission is asked to consider incorporating a tree survey and pre- and post-inspections as part of the permitting process, as well as requiring that a clearing permit be posted on lots prior to clearing. They should also consider if said permit should publicly outline how many trees are to be retained. Furthermore, the Commission should hold a public hearing to solicit input on proposed revisions and return to the Council with updated language that more effectively protects mature trees and enhances Diamondhead's tree canopy.

REQUIRED SIGNATURE

REQUESTED BY:

Anna Liese

COUNCIL ACTION:

☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Info Only

Completed:

Agenda Item #2025-

City of Diamondhead, MS
Request for Council Action

TO: City Council/City ClerkFROM: Anna LieseDATE: 8/27/25

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

AGENDA LOCATION: ☐ Consent Agenda ☒ Regular Agenda

AGENDA DATE REQUESTED

9/2/2025

Motion to direct the Planning and Zoning Commission to develop and present a complete, actionable plan to bring all existing commercial signage into compliance with the city's current sign ordinance. As the majority of existing signage is grandfathered under previous regulations, the plan should include a sunset clause, establishing a clear deadline for full compliance. This will ensure that our community's visual standards align with the city's growth and aesthetic goals. Additionally, the Commission should hold a public hearing to gather input from the community.

REQUIRED SIGNATURE

REQUESTED BY:



COUNCIL ACTION:

☐ Approved
 ☐ Denied
 ☐ Tabled/Deferred
 ☐ Info Only

Completed:



5000 Diamondhead Circle • Diamondhead, MS 39525

Phone: 228.222.4626 Fax: 228-222-4390

TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: August 29, 2025

SUBJECT: Real Estate Signs Special Conditions

- Remove restriction of display on weekends only.
- Allow display 24/365.

The Planning & Zoning Commission voted 4-1 to recommend approving.

Table 8.3. Sign Requirements by Type

Sign Type	Location	Number	Area	Min/ Max Height	Special Conditions
a) Open House	Placed on private property only	1 per lot	3 ft (2)	3' max	Permitted only on weekends from 5 pm Friday until 30 minutes after sunset Sunday <i>Remove</i>
b) Development	Placed facing street on private property	1 per site	32 ft (2) 6 ft (2)	8' max	Installed no more than 15 days prior to the start of construction and removed 30 days after completion of a home or 90 days after completion of a model home
c) Neighborhood Identification	On private or public right of way if approved by Council	-	36 ft (2)	6' max	Ground mounted only
d) Ground-Mounted Monument	1 per street frontage per lot Setback - 10'	1 per lot	3 ft per lineal foot of building frontage 100 ft (2) max 64 ft (2) 36 ft (2) for 1 District	8' max	For multi-tenant buildings, sign area for each tenant space with frontage may be calculated separately
e) Ground-Mounted Pole	1 per street frontage per lot Setback - 10'	1 per every 300' of frontage of a parcel to a street	3 ft per lineal foot of building frontage 300 ft (2) max per sign	25' max height	-
f) Wall-Mounted	Flat against a wall surface	No limit	3 ft (2) per lineal ft of building frontage 150 ft (2) max-80% of building width max		Interstate Frontage Exception - Wall frontage directly adjacent to Interstate 10 shall be allowed additional wall signage at a rate of 3ft (2) per lineal foot of building frontage with 150 ft (2) max to be allocated on the interstate wall only
g) Projecting Signs	Affixed to wall surface	1 per street frontage	-1 ft (2) per lineal foot of building frontage-100 ft (2) max	-10' min Cornice line max	Projecting signs may not extend more than twenty-four (24) inches beyond a wall surface.
h) Window Signs	Affixed to window	No limit	25% of window area max	n/a	Rope lighting of any kind/type within the window case-ment is prohibited. Window lighting shall only be operational during business hours.
i) Temporary Sidewalk or "A" Frame	Sidewalk adjacent to the front of the building façade	1 per store front	6 ft (2)	3'	Placement may not obstruct pedestrian traffic
j) Outdoor Advertising (Billboards)	Separation Radius - 2640' Interstate Access Setback - 500'		350 ft (2) per face, 700 max all faces	25'	Maximum separation between two sign faces shall be 5'; Mounting shall be on a single pole centered in the sign face

Table 8.1. Table of Permitted Sign Types**On-premises Freestanding**

a) Open House Sign or Real Estate Signs. Open house signs announce the availability of open house events. Real estate signs advertise the sale of real estate. The signs are temporary in nature and supported by a metal frame with two ground penetrating supports.



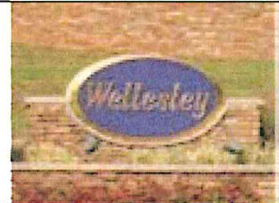
b) Temporary Special Event Banner. Temporary special events banners announce special community events or occasions on the site of the event.



c) Development Sign. Development signs identify building, development or construction sites and identify the address, development name, general contractor and owner. The purpose of such sign is to facilitate the delivery of materials and services for the period of construction only



d) Neighborhood Identification Signs. Neighborhood identification signs include entrance identification for subdivision, multi-family developments, and other similar residential developments. These signs illustrate the development name, description or location only.



e) Ground-Mounted Monument Signs. A sign which is generally a low profile sign supported by a base having a width of 80% of the sign width, and having little or no space between the bottom of the sign's message area and the top of the base. Includes Ground-Mounted Monument Group signs which accommodate shopping center, office complexes, clusters of businesses or similar arrangements.



f) Ground-Mounted Pole Signs. A sign which is generally mounted on a supporting pole or pylon or multiple poles or pylons.



g) Temporary sidewalk or "A" frame sign. A sign which is temporary in nature, that is not secured to the ground, and constructed in a manner as to form an "A" or tent-like shape used for the purpose of advertising on the angular sides.



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

The City of Diamondhead will hold a public hearing on a proposed Text Amendment to the Sign Ordinance Article 8, Table 8.3.a – Open House or Real Estate Signs. The proposed text amendment is to remove Special Condition “Permitted only on weekends from Friday 5 pm until 30 minutes after sunset on Sunday”. The Case File Number is 202500501.

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

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

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

July 15, 2025 Regular Meeting Minutes

9. **2025-165:** Motion to approve amendment #1 to the Memorandum of Understanding with the Mississippi Department of Marine Resources for FY22 GOMESA Funding Award.
10. **2025-166:** Motion to award the bid received for the purchase of a new backhoe to Lee Tractor Company in the amount of \$111,400.00

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

11. **2025-163:** Motion to request the Planning and Zoning Commission to hold a public hearing to remove the special condition "Permitted only on weekends from 5 pm Friday until 30 minutes after sunset Sunday" for open house/real estate signs. (Sheppard)

Motion made by Ward 2 Sheppard, Seconded by Ward 1 Finley to request the Planning and Zoning Commission to hold a public hearing to remove the special condition "Permitted only on weekends from 5 pm Friday until 30 minutes after sunset Sunday" for open house/real estate signs.

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

Voting Abstaining: Councilmember-At-Large Maher

MOTION CARRIED

Routine Agenda.

Claims Payable

12. Motion to approve Docket of Claims (DKT232949 - DKT232988) in the amount of \$232,123.14.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to approve Docket of Claims (DKT232949 - DKT232988) in the amount of \$232,123.14.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 2 Sheppard, Seconded by Ward 4 Clark to approve department reports.

a. Court

Police

Building

Code Enforcement

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

MOTION CARRIED UNANIMOUSLY



TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: August 29, 2025

SUBJECT: Rear Yard Setbacks for Lots on Canals and Waterways

- Reduce RYSB for residence from 20' to 10'.
- Reduce RYSB for Accessory Structures from 10' to 5'.
- No impact to drainage or density.
- Only applies to waterfront properties.

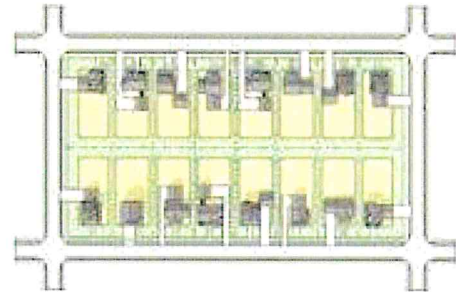
The Planning & Zoning Commission voted unanimously to recommend approval.

3.4.7 Residential R-10 – Low Density Single-Family District

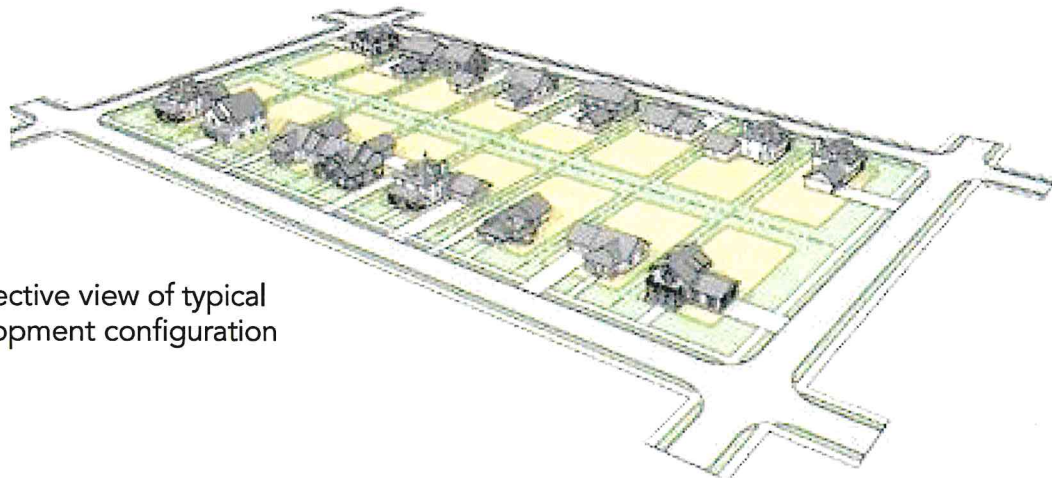
The district is intended to implement the First Diamondhead and Suburban Neighborhood Placetypes set out in Envision Diamondhead 2040 Comprehensive Plan. The district is to recognize and promotes the character of these areas in Diamondhead as low density single-family residential neighborhoods now and into the future through the planning period, while accounting for neighborhood support facilities and activities.

1. Lot Standards and Buildable Area ¹	
Minimum Lot Size	10,000 (sf)
Minimum Lot Frontage	40'
Lot width at the building line	80'
Front Yard (min/max)	20'/none
Side Yard	10'
Rear Yard <i>3</i>	20'
2. Use and Intensity	
Permitted Primary and Accessory Uses	See Article 4, Table 4.1, Use Matrix
Residential Intensity	4 Dwellings/Acre
Impervious Surface Ratio	0.45
Floor Area Ratio	None
Maximum Structure Height ²	35'
Minimum Dwelling Size	See Map of Minimum Square Footage Requirements
3. Site Specific Design Standards	
Mobility and Parking Standards	See Article 6
4. Review and Approval Processes	
Subdivision Standards	See Subdivision Regulations
Building, Site, and Design Standards	See Article 5
5. District Exceptions and Notes	
¹ See methods for dimensional measurements	
² See exceptions to height limitations	

3. ~~10'~~ if waterfront



Plan view illustration of typical development configuration



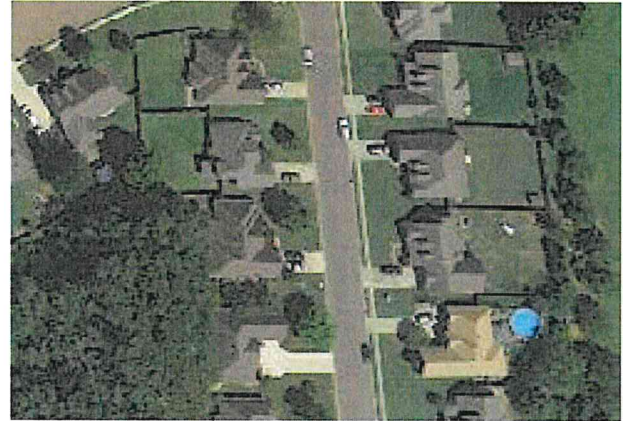
Perspective view of typical development configuration

3.4.8 Residential R-6 – Medium Density Dwelling District

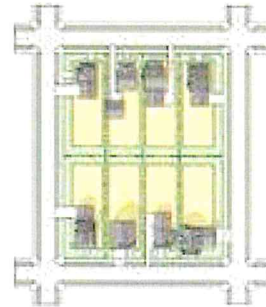
The district is intended to implement the First Diamondhead and Suburban Neighborhood Placetypes set out in Envision Diamondhead 2040 Comprehensive Plan. The district is to recognize and promotes the character of these areas in Diamondhead as medium density single-family residential neighborhoods now and into the future through the planning period, while accounting for neighborhood support facilities and activities.

1. Lot Standards and Buildable Area ¹	
Minimum Lot Size	6,000 (sf)
Minimum Lot Frontage	40'
Lot width at the building line	60'
Front Yard (min/max)	20'/none
Side Yard	10'
Rear Yard ³	20'
2. Use and Intensity	
Permitted Land Use	See Article 4, Table 4.1, Use Matrix
Residential Intensity	7 Dwellings/Acre
Impervious Surface Ratio	0.45
Floor Area Ratio	None
Maximum Structure Height ²	35'
Minimum Dwelling Size	See Map of Minimum Square Footage Requirements
3. Site Specific Design Standards	
Mobility and Parking Standards	See Article 6
4. Review and Approval Processes	
Subdivision Standards	See Subdivision Regulations
Building, Site, and Design Standards	See Article 5
5. District Exceptions and Notes	
¹ See methods for dimensional measurements	
² See exceptions to height limitations	

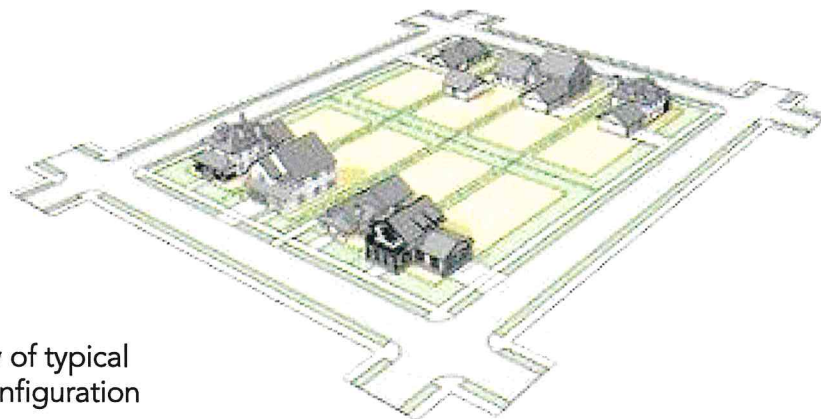
3. 10' if waterfront



Aerial precedent image



Plan view illustration of typical development configuration



Perspective view of typical development configuration

3

ARTICLE 3 - DISTRICTS

3.4.9 Residential RHD5 – High Density Single-family Dwelling District

The district is intended to implement the First Diamondhead and Suburban Neighborhood Placetypes set out in Envision Diamondhead 2040 Comprehensive Plan. The district is to recognize and promote the character of these areas in Diamondhead as high density single-family residential neighborhoods now and into the future through the planning period, while accounting for neighborhood support facilities and activities. The district functions to preserving existing low or medium density single-family neighborhoods from nearby non-residential uses by serving as a transitional land use. The district is to recognize and promotes the character of these areas in Diamondhead as high density single-family residential neighborhoods now and into the future through the planning period, while accounting for neighborhood support facilities and activities.

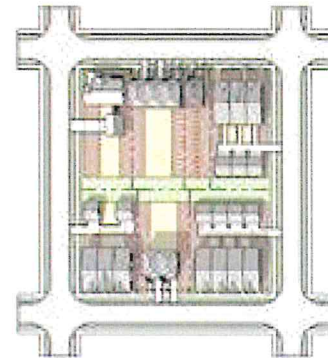
1. Lot Standards and Buildable Area ¹				
Minimum Lot Size		Zero-lot line	5,000 (sf)	
		Attached Town-house	6,000 (sf) first 2 units, 1,800 each added unit	
		All other uses	6,000 (sf)	
Minimum Lot Frontage			40'	
Lot width at the building line		Detached	60'	
		Townhome	14'	
		All other uses	60'	
Yards ³	Unit Type	Front	Side	Rear
	Detached	20'	5'	20'
	Zero-lot or Townhome		0, 10' on end	
	All other uses		10'	
2. Use and Intensity				
Permitted Land Use			See Article 4, Table 4.1, Use Matrix	
Residential Intensity			8.5 Dwellings/Acre	
Impervious Surface Ratio	Single-Family Detached	0.60		
	Single-Family Attached	0.70		
Floor Area Ratio			None	
Maximum Structure Height ²			35'	
Minimum Dwelling Size			See Map of Minimum Square Footage Requirements	
3. Site Specific Design Standards				
Mobility and Parking Standards			See Article 6	
4. Review and Approval Processes				
Subdivision Standards			See Subdivision Regulations	
Building, Site, and Design Standards			See Article 5	
5. District Exceptions and Notes				
¹ See methods for dimensional measurements				
² See exceptions to height limitations				

3. ³ if waterfront
10'

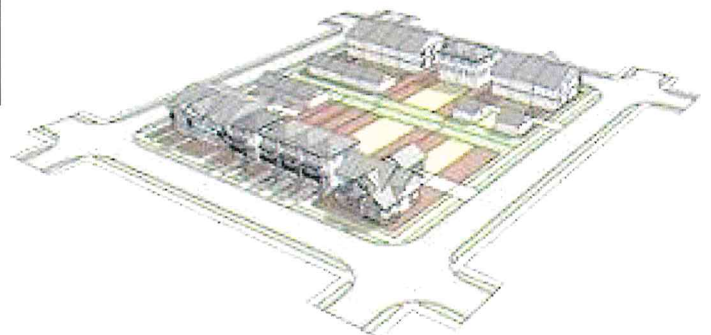
Perspective view of typical development configuration



Aerial precedent image



Plan view illustration of typical development configuration



3.4.10 Residential RM5 – Multi-Family High Density Dwelling District

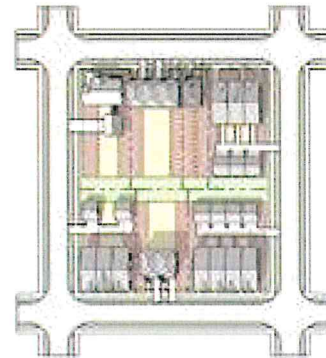
The district is intended to implement the First Diamondhead and Suburban Neighborhood Placetypes set out in Envision Diamondhead 2040 Comprehensive Plan. The district is to recognize and promotes the character of these areas in Diamondhead as high density single-family residential neighborhoods now and into the future through the planning period, while accounting for neighborhood support facilities and activities. The district functions to preserving existing low or medium density single-family neighborhoods from nearby non-residential uses by serving as a transitional land use. The district is to recognize and promotes the character of these areas in Diamondhead as high density single-family residential neighborhoods now and into the future through the planning period, while accounting for neighborhood support facilities and activities.

1. Lot Standards and Buildable Area ¹				
Minimum Lot Size		SF Detached	5,000(sf)	
		Attached Town-house	6,000(sf) first 2 units, 1,800 each added unit	
		Multi-family	9,600(sf) for up to three units; 800 each added unit	
		All other uses	6,000 (sf)	
Minimum Lot Frontage			40'	
Lot width at the building line		Detached	50'	
		Townhome	14'	
		Two-family	60'	
		Multi-family	80'	
Yards <i>4'</i>	Unit Type	Front	Side	Rear
	Detached	20'	5'	20'
	Zero-lot or Townhome		0, 10' on end unit	
	All other uses		10'	
2. Use and Intensity				
Permitted Land Use			See Article 4, Table 4.1, Use Matrix	
Residential Intensity		SF and Two-family	8.5 Dwellings/Acre	
		Multi-family	20 Dwelling/Acre	
Impervious Surface Ratio		SF Detached	0.60	
		Townhouse	0.70	
		Multi-family	0.50	
		All Others	0.60	
Floor Area Ratio			None	
Maximum Structure Height ^{2,3}			35'	
Minimum Dwelling Size			See Map of Minimum Square Footage Requirements	
3. Site Specific Design Standards				
Mobility and Parking Standards			See Article 6	
4. Review and Approval Processes				
Subdivision Standards			See Subdivision Regulations	
Building, Site, and Design Standards			See Article 5	
5. District Exceptions and Notes				
¹ See methods for dimensional measurements				
² See exceptions to height limitations				
³ 50 feet shall be allowed with conditional use approval				

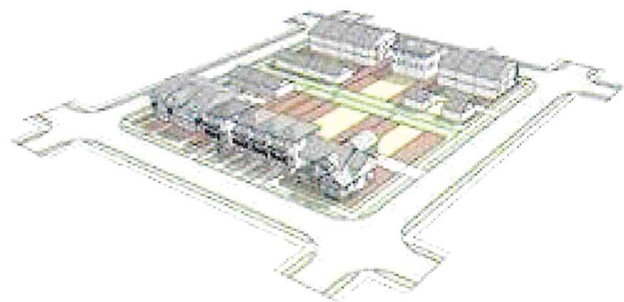
*4. 8' if waterfront
10'*



Aerial precedent image



Plan view illustration of typical development configuration



Perspective view of typical development configuration

3.4.11 Residential MH – Manufactured Home Dwelling District

The district is intended to implement the First Diamondhead Placetype set out in Envision Diamondhead 2040 Comprehensive Plan. The district is designed to accommodate manufactured home communities and manufactured home parks, either as subdivisions or as rental parks, in certain areas of the city. This district may also accommodate related recreational, religious, and educational facilities normally required to provide the basic elements of a balanced and attractive residential area.

1. Lot Standards and Buildable Area ¹

Minimum Lot Size	3 acre site, minimum of 17 lots of 5,000(sf)
Minimum Lot Frontage	40'
Lot width at the building line	80'
Front Yard (min/max) ³	20'/none
Side Yard ³	10', 20' on street side of corner
Rear Yard ^{3,4}	20'
Minimum Unit Separation	16'

2. Use and Intensity

Permitted Primary and Accessory Uses	See Article 4, Table 4.1, Use Matrix
Residential Intensity	8 Dwellings/Acre
Impervious Surface Ratio	0.60
Floor Area Ratio	None
Maximum Structure Height ²	35'
Minimum Dwelling Size	See Map of Minimum Square Footage Requirements

3. Site Specific Design Standards

Mobility and Parking Standards	See Article 6
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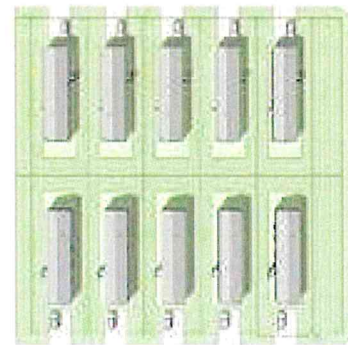
4. Review and Approval Processes

Subdivision Standards	See Subdivision Regulations
Building, Site, and Design Standards	See Article 5

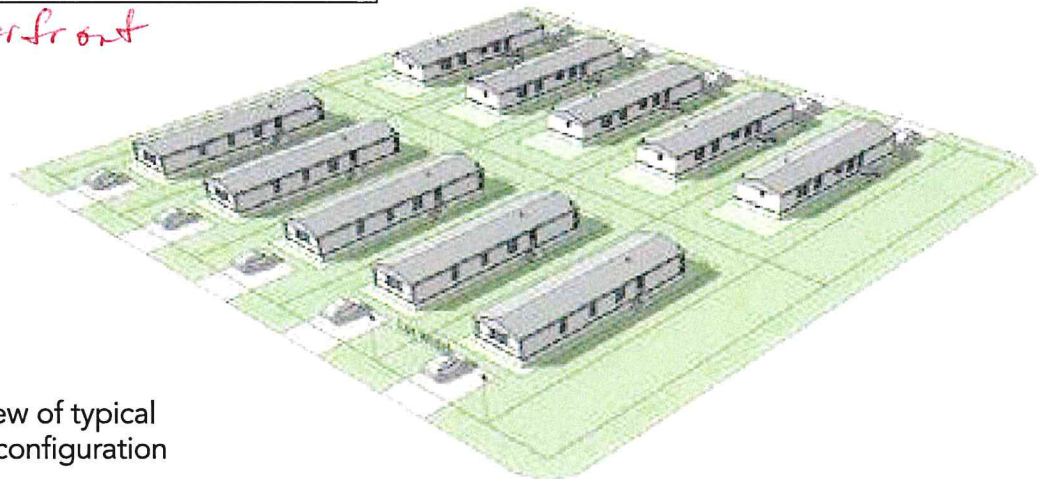
5. District Exceptions and Notes

- ¹ See methods for dimensional measurements
² See exceptions to height limitations
³ See use conditions for additional dimensional requirements

4.10' if waterfront



Plan view illustration of typical development configuration



Perspective view of typical development configuration

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

4.3.4 Dwellings Accessory to Principal

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

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

4.3.5 Home Occupations.

Where permitted, home occupations shall be subject to subject to the following conditions:

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

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

4.3.6 Swimming Pool.

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

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

4.3.7 Residential Accessory Building,

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

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

(5 feet if water front)

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

The City of Diamondhead will hold a public hearing on a proposed Text Amendment to Article 3 – Districts and 4.3.7 Residential Accessory Building, Structure or Use. The proposed text amendment is to change the rear yard setback in residential districts where the property abuts canals or waterways to 10’ and 5’ for accessory structures. The Case File Number is 202500501.

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

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

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



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

TO: City Council and City Manager

FROM: J. Pat Rich, Development Coordinator

DATE: August 29, 2025

SUBJECT: Golf Carts crossing Exit 16 Overpass

- Allows Golf Carts to cross the overpass.

The Planning & Zoning Commission voted unanimously to recommend approval.

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

The City of Diamondhead will hold a public hearing on a proposed Text Amendment to Article IX – Low-speed Vehicles and Golf Carts, Section 30-293 d. The proposed text amendment is to remove “, cross Interstate Highway 10 at the exit 16 overpass or”. The intent is to allow these vehicles to cross Exit 16 overpass of Interstate Highway 10. The Case File Number is 202500500.

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

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

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

ARTICLE IX. - LOW-SPEED VEHICLES AND GOLF CARTS

Sec. 30-292. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City means the City of Diamondhead.

Golf cart means a motor vehicle that is designated and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour and is equipped with the safety equipment as required under 49 CFR 571.500.

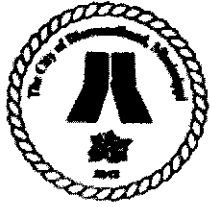
Governing authorities means the mayor and city council of the City of Diamondhead.

Low-speed vehicle means any four-wheeled electric or gasoline-powered vehicle that has a top speed greater than 20 miles per hour but less than 25 miles per hour and is equipped with safety equipment as required under 49 CFR 571.500.

(Ord. No. 2012-013, § 14-162, 9-4-2012; Ord. No. 2019-013, § 1, 4-16-2019; Ord. No. 2012-013.01, 4-16-2019)

Sec. 30-293. - Restrictions.

- (a) The mayor and city council may, in their discretion, authorize the operation of low-speed vehicles and golf carts only on public streets that are within the contiguous area within the city limits.
- (b) Any person operating a low-speed vehicle or golf cart on the public roads and streets under this chapter must have in his possession a valid driver's license or temporary driver's permit and proof of financial responsibility as required under MCA 1972, § 63-15-1 et seq.
- (c) Low-speed vehicles and golf carts may only be operated on Golf Club Drive or Kapalama Drive if the operator is traveling the shortest possible distance between his residence and the nearest other public road or street authorized for use by low-speed vehicles and/or golf carts, cart path or golf course cart path.
- (d) Low-speed vehicles and golf carts may not be operated on any road or street bearing signs indicating that low-speed vehicles and golf carts are not permitted, and they may not cross Interstate Highway 10 at the exit 16 overpass or operated on Interstate Highway 10. Those roads and streets where low-speed vehicles and golf carts are prohibited are marked on the map attached to Ord. No. 2012-013.01 as Exhibit "A."
- (e) Notwithstanding any other provision of law to the contrary, when operated by a person participating in a parade permitted by the city, low-speed vehicles and golf carts may be operated on the permitted route on the parade participating in the parade.



City of Diamondhead, MS

Docket of Claims Register

Item No.26.

APPKT02439 - 9.2.25 DOCKET

By Docket/Claim Number

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line	Payment Amount
DKT233089	AGJ	09/02/2025	125233	IT - MONTHLY BILLING - AUGUST	001-140-605.00	Professional Fees - IT		3,047.30
			MSP-125145	BACKUP	001-140-605.00	Professional Fees - IT		
DKT233090	Amazon com LLC	09/02/2025	1LCV-PHMK-4RMK	GATORADE, BLANK SIGNS, BLUE FOLDERS, INK	001-140-501.00	Supplies		424.94
			1YVD-W4C7-Q19N		001-280-501.00	Office Supplies		
DKT233091	CADENCE EQUIPMENT FINANCE	09/02/2025	1548881	COPIER LEASE AGREEMENT -- 47 OF 48	001-800-820.07	Note Principal Payment - Copier Lease Purch 2021		475.00
					001-800-830.07	Note Interest Payment - Copier Lease Purch 2021		
DKT233092	Covington Civil and Environmental LLC	09/02/2025	16175.08202	WEST ALOHA ROADWAY IMPROVEMENTS	118-000-602.00	Prof Fees Engineering -W. Aloha Street & Sidewalks		68,005.00
			16175.08203	KOME DRIVE AND FAIRWAY DRIVE DRAINAGE	165-000-602.00	Professional Fees Engineering - GOMESA FY23		
			16175.08204	EAST ALOHA SIDEWALKS	157-653-602.00	Professional Fees - Engineering -E Aloha Impr Ph2		
			16175.08206	DH PAVING 2025	302-301-602.00	Professional Fees - Engineering		

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Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line	Amount
DKT233093	CSpire Cell Service						
	09/02/2025	8/18/25	CELLULAR SERVICE FOR AUGUST	001-100-632.00	Telephone - Cell		1,143.56
				001-140-632.00	Telephone - Cell	141.03	
				001-200-612.00	Internet	44.89	
				001-280-632.00	Telephone - Cell	344.80	
				001-301-632.00	Telephone - Cell	179.56	
						433.28	
DKT233094	CUSICK & WILLIAMS, PLLC						10,793.75
	09/02/2025	1957	GENERAL MATTERS -- AUGUST	001-140-603.00	Professional Fees - Legal	6,387.50	
		1958	PLANNING AND ZONING -- AUGUST	001-280-603.00	Professional Fees - Legal	750.00	
		1959	CITY PROSECUTOR -- AUGUST	001-110-603.00	Professional Fees - Legal	3,000.00	
		1960	GAMBINO VS MAYOR - AUGUST	001-140-603.00	Professional Fees - Legal	656.25	
DKT233095	DAVID'S CHAINSAW & LAWNMOWER REPAIR, LLC						166.00
	09/02/2025	2357532	FA #082 WACKER ROLLER STARTER GEAR	001-301-635.00	Professional Fees - R&M Outside Services	102.00	
		2357542	WEEDEATER REPAIRS - FA626	001-301-571.00	Repairs & Maintenance - Equipment	64.00	
DKT233096	DIAMONDHEAD COUNTRY CLUB & POA						1,000.00
	09/02/2025	SEPTEMBER 2025	RENTAL OF MAINTENANCE YARD -- SEPTEMBER	001-301-640.00	Rentals	1,000.00	
DKT233097	Diamondhead Water and Sewer District						719.18
	09/02/2025	9/10/25-002	WATER	001-301-630.00	Utilities - Streetlights & Other	25.82	
		9/10/25-004		001-301-630.00	Utilities - Streetlights & Other	77.46	
		9/10/25-010		001-301-630.00	Utilities - Streetlights & Other	25.82	
		9/10/25-020		001-140-630.00	Utilities - General	219.58	
				001-140-630.00	Utilities - General	109.79	
		9/10/25-021		001-301-630.00	Utilities - Streetlights & Other	25.82	
		9/10/25-170		001-301-630.00	Utilities - Streetlights & Other	64.01	
		9/10/25-2070		001-301-630.00	Utilities - Streetlights & Other	25.82	
		9/10/25-472		001-301-630.00	Utilities - Streetlights & Other	59.77	
	09/25/2025	9/10/25-473		001-301-630.00	Utilities - Streetlights & Other	59.47	
	09/02/2025	9/10/25-830		001-301-630.00	Utilities - Streetlights & Other	25.82	
	DKT233098	Diaz Brothers Printing					
09/02/2025		9048.2	CTC 2025 CERTIFICATES, FLYERS, MAGNET	001-000-066.00	Prepaid Other	662.50	
DKT233099	Eagle Energy						2,500.45
	09/02/2025	47807	fuel	001-301-525.00	Fuel	12.66	
				001-301-525.00	Fuel	1,094.20	
		47808		001-301-525.00	Fuel	1,393.59	

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Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233100	Fuelman	09/02/2025	NP68976129	FOR THE WEEK ENDING 8.17.25	001-200-525.00	Fuel	790.34	1,668.33
			NP69005033	FOR THE WEEK ENDING 8.24.25	001-280-525.00	Fuel	90.24	
					001-200-525.00	Fuel	692.67	
					001-280-525.00	Fuel	95.08	
DKT233101	GULF PRIDE PAVING LLC	09/02/2025	2 - 2025	DIAMONDHEAD PAVING PROJECT 2025	302-301-912.00	Capital Outlay - Paving	472,456.85	472,456.85
DKT233102	GUMBO PRINT CO. LLC	09/02/2025	400066	TAMMY BRAUD - 1000 BUSINESS CARDS	001-280-621.00	Printing & Binding	60.00	60.00
DKT233103	Hancock County Sheriffs Office	09/02/2025	2025.DHLE.50	INTERLOCAL AGREEMENT FOR WEEK ENDING 8.9.25	001-200-690.00	Interlocal Agreement	38,562.87	38,808.87
					001-200-612.00	Internet	246.00	
DKT233104	James J Chiniche PA Inc	09/02/2025	17-057-0271	CANAL DREDGIN IMPROVEMENTS PROJECT	001-301-602.00	Professional Fees - Engineering	10,374.50	25,824.00
			17-057-0272	NOMA DRIVE WATERFRONT IMPROVEMENTS PHASE II -	166-301-602.00	Professional Fees - Engineering	9,064.50	
		09/03/2025	17-057-0273	COON BRANCH DRAINAGE IMPROVEMENTS	162-000-602.00	Prof Fees Engineering- GOMESA FY22 Coon Branch	6,385.00	
DKT233105	JLB CONTRACTORS LLC	09/02/2025	6 - KOME	KOME DRIVE AND KALIPEKONA POND DRAINAGE	165-000-912.00	Capital Outlay Streets & Drainage-GOMESA FY23	181,973.59	181,973.59
DKT233106	Lee Tractor	09/02/2025	PI21021	FA 759 REPAIR PARTS - DUST COVER, SPRING, BOLT	001-301-571.00	Repairs & Maintenance - Equipment	60.36	110.34
					001-301-571.00	Repairs & Maintenance - Equipment	49.98	
DKT233107	Lexipol LLC	09/02/2025	INVPRA11255616	POLICEONE ACADEMY ANNUAL	001-200-615.00	Travel & Training	1,116.50	1,116.50
DKT233108	Lowe's Home Improvement	09/03/2025	997058-PKEVPX	PUBLIC WORK SUPPLIES - TRAILER, HITCH, BALL, TOOLB	001-301-501.00	Supplies	36.56	59.03
		09/02/2025	998931-PKJMWf		001-301-501.00	Supplies	22.47	

Docket of Claims Register - Council

APPKT02439

Item No.26.

T

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line Amount	
DKT233109	Machado Patano PLLC 09/02/2025	17087	BEEHIVE ASSISTED LIVING & BOOZERS BREW PLAN	001-280-602.00	Professional Fees - Engineering	359.50	359.50
DKT233110	Marvin J Bobinger III 09/02/2025	AUGUST 2025	LOBBYING SERVICES FOR AUGUST	001-653-601.00	Professional Fees - Consulting	4,000.00	4,000.00
DKT233111	MAYLEY'S PEST CONTROL 09/02/2025	132622	PEST CONTROL SERVICES	001-140-634.00	Pest Control	115.00	115.00
DKT233112	MS Association of Code Enforcement 09/02/2025	8/27/2025	MACE MEMBERSHIP - JASMIN SEFEROVIC	001-280-615.00	Travel & Training	175.00	175.00
DKT233113	MS Municipal League 09/02/2025	40492	MML SUMMER CONFERENCE REGISTRATION	001-140-615.00	Travel & Training	350.00	2,450.00
		40536		001-100-615.00	Travel & Training	350.00	
				001-100-615.00	Travel & Training	350.00	
				001-140-615.00	Travel & Training	350.00	
				001-100-615.00	Travel & Training	350.00	
				001-100-615.00	Travel & Training	350.00	
				001-100-615.00	Travel & Training	350.00	
DKT233114	PINNACLE PRECISION, LLC 09/02/2025	236	DH PD AMMUNITION	001-200-501.01	Ammunition	1,457.50	1,457.50
DKT233115	SCI LLC 09/02/2025	1 - COON BRANCH	COON BRANCH DRAINAGE IMPROVEMENTS	162-000-912.00	Capital Outlay Streets & Drainage -GOMESA FY22	188,034.20	188,034.20
DKT233116	South MS Business Machines Gulfport 09/02/2025	487301	PER COPY CHARGE FOR AUGUST	001-280-506.00	Copier Usage/Maintenance	56.00	56.00
DKT233117	Southern MS Planning and Development District Inc 09/02/2025	2025	ANNUAL APPROPRIATIONS - PRCC	001-140-704.00	Appropriations - General	5,000.00	5,000.00

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APPKT02439 - PLEDGES DOCKET

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount Line Amount
DKT233118	Southern Printing	09/02/2025	252454	PADDLE PARADISE SHIRTS	001-653-650.00	Promotions	2,541.75
					001-653-650.00	Promotions	37.50
					001-653-650.00	Promotions	20.00
					001-653-650.00	Promotions	355.25
					001-653-650.00	Promotions	161.00
					001-653-650.00	Promotions	672.00
					001-653-650.00	Promotions	728.00
					001-653-650.00	Promotions	448.00
			252456	PADDLE PARADISE START/FINISH BANNER	001-653-650.00	Promotions	120.00
DKT233119	UniFirst Corporation	09/02/2025	1530242136	UNIFORM RENTAL FOR THE WEEK ENDING 8.18.25	001-301-535.00	Uniforms	150.16
			1530243652	UNIFORM RENTAL FOR THE WEEK ENDING 8.25.25	001-301-535.00	Uniforms	75.08
DKT233120	Waste Management	09/02/2025	0871301-4768-6	DUMPSTER RENTAL	001-140-681.00	Other Services & Charges	76.18
DKT233121	WESLEY SANDERFORD	09/02/2025	8/21/2025	OPEN JAM BAND SERVICES	001-653-650.00	Promotions	300.00
Total Claims: 33							Total Payment Amount: 1,015,730.48