

**Minden City Council
REGULAR SESSION**



**Monday, August 5, 2024 – 6:00 p.m.
City Hall – Council Chambers**

PUBLIC HEARING

Public Hearing for the Proposed 2024-2025 City of Minden Budget

AGENDA ITEMS

**Prayer: Michael Roy
Pledge: Andy Pendergrass**

**Call Meeting to Order
Welcome: Mayor Nick Cox
Additions to Agenda:
Public Comments**

(To allow comments on any of the following items prior to action.)

- (1) Adopt Minutes of the Minden City Council Regular Session Held on July 1, 2024**
- (2) Adopt Resolution – Adopting the City of Minden 2024-2025 Budget**
- (3) Authority to Advertise for Bids for the 2024-2025 Street Improvements Project**
- (4) Award Bid No. 04-2024 – Minden Public Works Facilities**
- (5) Adopt Ordinance No. 1145 – Levying Tax Mills for the Year 2024**
- (6) Appointment – Minden Municipal Fire and Police Civil Service Board**
- (7) Budget/Financial Report for June 2024**
- (8) Fire Report for July 2024**
- (9) Police Report for June 2024**

Announcements – Council Comments – Adjournment

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session Held on July 1, 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on July 1, 2024, as presented.”

MOTION: _____ SECOND: _____

AYE(S): _____ NAY(S): _____

ABSENCE(S): _____ ABSTENTION(S): _____

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN REGULAR SESSION HELD ON JULY 1, 2024**

The Minden City Council met at City Hall in Minden, Louisiana, beginning at 6:00 p.m. with the following members present: Mayor Nick Cox, Carlton Myles, Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Absence(s): None. Mayor Cox welcomed everyone to the meeting. Prayer was offered by City Attorney Jimbo Yocom and the Pledge of Allegiance was led by Latasha Mitchell. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Andy Pendergrass moved to adopt the minutes of the Minden City Council Regular Session held on June 3, 2024, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously adopted the minutes of the Minden City Council Special Session held on June 17, 2024, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to name the Minden Press-Herald as the Official Journal of the City of Minden, Louisiana. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to amend the term of Minden Main Street Program/Downtown Development Commission member Claudine Thomas to expire on September 8, 2024, as presented. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Levon Thomas, the council unanimously approved the reappointments Ricky Thomas and Charlotte Jones to the Minden Downtown/Residential Historic Commission to fill the expired terms, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Levon Thomas, the council unanimously adopted the new job description and department position entitled "Battalion Chief" in Department 12, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to approve the promotion of Minden Fire Department Captain Tony Hall to the rank of Battalion Chief, as presented. The motion was duly

seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None.

Absence(s): None.

Michael Roy moved to approve the promotion of Minden Police Sergeant Jason Smith to the rank of Police Lieutenant, as presented. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Fountain of Praise
United Worship Center
1211 Parkwood Street
Arcadia, Louisiana 71001

518 Constable Street
Lot Fronting 95.2 ft. on Marshall St.
x 145 ft. on Constable St., being out
of Lots #1 & 2, Blk. "J", Justice Hts.
Addn., & Lot Fronting 155.3 ft. on
Marshall St. x 142.25 ft. on
Constable St. out of Lots #6, 7 & 8,
Blk. "K", Justice Hts. Addn.

Attorney Paul Kitchens of Kitchens Law Firm presented a written curator report stating that correspondence was sent via Certified Mail, Return Receipt Requested and regular U.S. mail to Fountain of Praise United Worship Center. Mr. Kitchens did get in contact with Cynthia Alexander Pearson and Ricky Pearson, both Registered Agents and Officers for Fountain of Praise United Worship Center. With no party representing the property owner present at the time that this item was heard, Latasha Mitchell moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of July 1, 2024. The motion was duly seconded by Michael Roy and the vote was as follows: Aye(s): Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): Carlton Myles. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Morris Freeman, Jr.
432 Pershing Street
Minden, Louisiana 71055

1300 Apple Street
Und. 1/2 Int. in & to: Lots #1 & 2,
Blk. "7", Noira Addn.

With no party representing the property owner present at the time that this item was heard, Latasha Mitchell moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 60 days of July 1, 2024. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Charlotte Scott	1301 Apple Street
504 Walnut Street	South 95 ft. of Lot #8, Blk. "2",
Minden, Louisiana 71055	Noira Addn.

With no party representing the property owner present at the time that this item was heard, Latasha Mitchell moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 60 days of July 1, 2024. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Bernice Clark	1019 Lee Street
c/o Donna Bradford	The South 35 ft. of Lot #7 & All of
16662 U.S. Highway 80-East	Lot #8, Blk. "5", Southside Addn.,
Minden, Louisiana 71055	Less That Portion to Dept. of Hwy.

With no party representing the property owner present at the time that this item was heard, Carlton Myles moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of July 1, 2024. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Prescott Thomas	1003 West Street
1005 West Street	Lot Fronting 50 ft. on West St. x 200
Minden, Louisiana 71055	ft. in NW/4 of NW/4, Sec. 28-19-9
	& Lot 50 x 100 ft. in NW/4 of
	NW/4, Sec. 28-19-9

Jason Thomas and Clotier Thomas were present representing Prescott Thomas' property. They asked for more time to demolish the structure themselves. Latasha Mitchell moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 90 days of July 1, 2024. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Stanley D. Anders
305 West Todd Street
Minden, Louisiana 71055

305 West Todd Street
Lot #15, Blk. "E", Lakeside Subdiv.
in SE/4 of SW/4, Sec. 15-19-9

With no party representing the property owner present at the time that this item was heard, Michael Roy moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 45 days of July 1, 2024. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

City Clerk Melaney Langford presented the Budget/Financial Report for the month of May 2024. No motion was required.

Fire Chief Brian Williams presented the Fire Report for the month of June 2024. No motion was required.

The Police Report for the month of May 2024 was unanimously accepted, as presented, by motion of Carlton Myles and second by Latasha Mitchell. Abstention(s): None. Absence(s): None.

Special Guests Senator Adam Bass, Representative Wayne McMahan, and Lobbyist Caroline Mladenka spoke to the council about their work during the 2024 Regular Legislative Session.

Announcements and council comments were heard. The meeting was then adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Adopt Resolution – Adopting the City of Minden 2024-2025 Budget

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Adopting the City of Minden 2024-2025 Budget, as presented.”

MOTION: _____ SECOND: _____

AYE(S): _____ NAY(S): _____

ABSENCE(S): _____ ABSTENTION(S): _____

RESOLUTION

**A RESOLUTION ADOPTING THE
CITY OF MINDEN 2024-2025 BUDGET**

WHEREAS, the City of Minden 2024-2025 Budget has been prepared in compliance with the Louisiana Local Government Budget Act; and

WHEREAS, the Chief Executive Officer will have the authority to amend the aforementioned budget through intra-fund transfers; and

WHEREAS, only the governing body will have the authority to amend the aforementioned budget through inter-fund or fund balance transfers.

NOW, THEREFORE, be it resolved that the City of Minden 2024-2025 Budget is adopted.

The foregoing resolution, having been submitted to a vote by motion and second of _____ and _____, respectively, was voted on as follows:

A YE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, the resolution was declared adopted on this 5th day of August, 2024.

Nicholas A. Cox, Mayor

CERTIFICATE

I, Melaney Langford, City Clerk for the City of Minden, Louisiana, hereby certify that the above and foregoing resolution is a true and correct copy of the same adopted by the Mayor and Council of the City of Minden on the 5th day of August, 2024.

Given under my official signature and seal of this office on this 5th day of August, 2024.

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(3) Authority to Advertise for Bids for the 2024-2025 Street Improvements Project

Discussion:

This is a FY 2024-2025 budgeted project to include the following streets:

EAST & WEST STREET
GUY MILLER ROAD
JENNIFER CIRCLE
KITCHENS COURT
LAUREL CIRCLE
MIGNON STREET
WOODHAVEN DRIVE

Suggested Wording of Motion:

“I move to authorize the City Clerk to advertise for bids for the 2024-2025 Street Improvements Project, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) Award Bid No. 04-2024 – Minden Public Works Facilities

Discussion:

Bid No. 04-2024 is for the construction of Phase 2 of the Public Works Control Center.

Suggested Wording of Motion:

“I move to award Bid No. 04-2024 – Minden Public Works Facilities to the lowest qualified bidder meeting all requirements, _____.”

MOTION: _____ SECOND: _____

AYE(S): _____ NAY(S): _____

ABSENCE(S): _____ ABSTENTION(S): _____

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(5) Adopt Ordinance No. 1145 – Levying Tax Mills for the Year 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1145 – Levying Tax Mills for the Year 2024, as presented.”

MOTION: _____ SECOND: _____

AYE(S): _____ NAY(S): _____

ABSENCE(S): _____ ABSTENTION(S): _____

ORDINANCE NO. 1145 OF 2024

AN ORDINANCE LEVYING TAXES OF 5.05 MILLS AS GENERAL ALIMONY TAX ON ALL TAXABLE PROPERTY LOCATED IN THE CITY OF MINDEN, LOUISIANA FOR THE YEAR 2024. THOSE TAXABLE PROPERTIES DESIGNATED AS A PART OF THE MINDEN DOWNTOWN DEVELOPMENT DISTRICT WILL BE ASSESSED WITH AN ADDITIONAL 1.89 MILLS, MAKING A TOTAL OF 6.94 MILLS ON THOSE PROPERTIES LOCATED IN SAID DISTRICT.

SECTION 1: BE IT ORDAINED AND ENACTED BY THE COUNCIL, of the City of Minden, Louisiana, in regular session convened on August 5, 2024, that under the provisions of Article VII, Section 23 B of the Constitutional and statutory authority supplemental thereto, the Council of the City of Minden, State of Louisiana, is authorized to levy and collect with the City of Minden, State of Louisiana, a tax millage of 5.05 which is hereby levied and imposed by the City of Minden on all taxable property, both immovable and movable, as shown by the tax records of the parish, affecting property assessed within the corporate limits of the City of Minden for the Year 2024, being 5.05 mills, Mill Key #5225001 as general alimony tax.

SECTION 2: BE IT ORDAINED AND ENACTED by the Council of the City of Minden, Louisiana, in regular session convened on August 5, 2024, that under the provisions of Article VII, Section 23 B of the Constitutional and statutory authority supplemental thereto, the Council of the City of Minden, State of Louisiana, is authorized to levy and collect with the City of Minden, State of Louisiana, those properties designated as a part of the Minden Downtown Development District will be assessed with an additional 1.89 mills, Mill Key #5225003, making a total of 6.94 mills on those properties located in said district.

SECTION 3: BE IT FURTHER ORDAINED, the property administrative officials of the Parish of Webster, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2024, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

SECTION 4: BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

WHICH ORDINANCE was read in full, and, upon motion and second of _____ and _____, respectively, passed on the 5th day of August, 2024, by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nicholas A. Cox, Mayor

Melaney Langford, City Clerk

AFFIDAVIT

STATE OF LOUISIANA
PARISH OF WEBSTER

BEFORE ME, the undersigned notary public, duly commissioned and qualified within and for the aforesaid parish and state, personally came and appeared:

Nicholas A. Cox
(Authorized person to represent the taxing district)

who, after first being duly sworn, did depose and state that:

He is the duly authorized Mayor of the City of Minden.
(Title or position) (Taxing district)

(Mark the appropriate box below to show how you complied with the Open Meetings Law.)

Affiant, _____, who did depose and hereby states: "A public meeting was held in accordance with the Open Meetings Law at R.S. 42:11, *et seq.*, including allowing a public comment period before taking a vote, R.S. 42:14(D), to adopt the millage rates for the 2024 tax year. Public written notice of the agenda, date, time, and place of the meeting was posted on the building where the meetings of this taxing authority are usually held no less than 24 hours before the meeting, excluding Saturdays, Sundays and legal holidays and/or was published in the official journal no less than 24 hours before the meeting, excluding Saturdays, Sundays and legal holidays.

A quorum or simple majority of the total membership of the taxing authority was physically present and voting at the public meeting, which was held on the 5th day of August, 2024, at 6:00 p.m. at Minden City Hall / 520 Broadway Street (Complete address) The meeting was conducted in accord with the prior noticed agenda. Matters not included on the agenda were not discussed without the unanimous approval of the members present after complying with all provisions of R.S. 42:19(A)(1)(b)(ii)(cc)".

[If applicable and as required by R.S. 42:23(A) and R.S. 44:36(F) as a non-elected board we have video or audio recorded, filmed or broadcast live all proceedings of our public meeting and ensure the recording will be maintained for at least 2 years.]

Copies of all required notices and agenda are attached hereto and incorporated herein by reference.

(Signature of affiant)

Nicholas A. Cox
(Printed name)

SWORN TO AND SUBSCRIBED Before Me, this 5th Day of August,
2024, at Minden, Louisiana.

Notary Public
Printed or Typed Name (as commissioned): _____
Notary ID or Bar Roll No.: _____

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(b) Appointment – Minden Municipal Fire and Police Civil Service Board

Discussion:

Mayor Nick Cox recommends the appointment of Tommy Davis to the Minden Municipal Fire and Police Civil Service Board.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to appoint Tommy Davis to the Minden Municipal Fire and Police Civil Service Board, as presented.”

MOTION: _____ SECOND: _____

AYE(S): _____ NAY(S): _____

ABSENCE(S): _____ ABSTENTION(S): _____

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(7) Budget/Financial Report for June 2024

Discussion:

Melaney Langford, City Clerk, will present the Budget/Financial Report for the month of June 2024.

Suggested Wording of Motion:

No motion is required.

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(8) Fire Report for July 2024

Discussion:

Brian Williams, Fire Chief, will present the Fire Report for the month of July 2024.

Suggested Wording of Motion:

No motion is required.

Minden City Council
Regular Session
Monday, August 5, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

() Police Report

City Fines	\$10,997.50
District Attorney’s Office	\$0.00
Crime Lab	\$590.00
City Court.....	\$720.50
Marshal’s Office	\$660.00
Indigent Defender.....	\$955.00
Victim’s Fund	\$0.00
Clerk’s Fund.....	\$44.00
Community Service.....	\$0.00
WARE Center	\$165.00
LA Commission on Law Enforcement	\$30.00
Off-Duty Witness Fee	\$267.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$66.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$75.00
Disability Affairs	\$0.00
Judicial Building Fund	\$220.00
Judicial Education.....	\$7.50
TOTAL	\$14,797.50

Suggested Wording of Motion:

“I move to accept the Police Report for the month of June 2024, as presented.”

MOTION: _____ SECOND: _____

AYE(S): _____ NAY(S): _____

ABSENCE(S): _____ ABSTENTION(S): _____

