Minden City Council REGULAR SESSION

OF MIANS

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

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



Agenda Fact Sneet											
Agenda Item:											
() Adopt Minutes of Minden City Council Reg	gular Session Held on July 1, 2024										
Discussion:											
See attached.											
Suggested Wording of Motion:	•										
"I move to adopt the minutes of the Minden City as presented."	Council Regular Session held on July 1, 2024										
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.

1300 Apple Street

432 Pershing Street Minden, Louisiana 71055 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 Minden, Louisiana 71055 Lot Fronting 50 ft. on West St. x 200 ft. in NW/4 of NW/4, Sec. 28-19-9

& Lot 50 v 100 ft in NW// of

& 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 McMahen, 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:			

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



Agenda Pact Sheet											
Agenda Item:											
(2) Adopt Resolution – Adopting the City of M	inden 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

aforem	entioned budget through intra-fund transfers; and
aforem	WHEREAS, only the governing body will have the authority to amend the aentioned budget through inter-fund or fund balance transfers.
is adop	NOW, THEREFORE, be it resolved that the City of Minden 2024-2025 Budget oted.
of	The foregoing resolution, having been submitted to a vote by motion and second, respectively, was voted on as follows:
	AYE(S):
	NAY(S):
	ABSENCE(S):
	ABSTENTION(S): '
2024.	WHEREUPON, the resolution was declared adopted on this $\underline{5^{th}}$ day of August, .
	Nicholas A. Cox, Mayor
	CERTIFICATE
	I, Melaney Langford, City Clerk for the City of Minden, Louisiana, hereby certify e above and foregoing resolution is a true and correct copy of the same adopted by ayor and Council of the City of Minden on the 5^{th} day of August, 2024.
Given	under my official signature and seal of this office on this 5^{th} day of August, 2024.
	Melaney Langford, City Clerk

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



Agenda Fact Sheet

Agenda Item:



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):

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

ABSENCE(S): _____



ABSTENTION(S): _____

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 – M bidder meeting all requirements,	inden Public Works Facilities to the lowest qualified"
MOTION:	SECOND:
AYE(S):	NAY(S):

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



Agenda Fact Sneet											
Agenda Item:											
(5) Adopt Ordinance No. 1145 – Levying Tax	Mills for the Year 2024										
Discussion:											
See attached.											
. Suggested Wording of Motion:	. *										
Suggested Wording of Frotion.											
"I move to adopt Ordinance No. 1145 – Levying T	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
ordina	nces in confli	ct he	rewith a	re hereby repe	aled.			
	WHICH O	RDIN	NANCE	was read in f	full, and, upon n	notion an	d second of	
and		, res	pectivel	y, passed on th	ne <u>5th</u> day of <u>Aug</u>	gust, 2024	, by the follow	wing vote:
	AYE(S):							
	NAY(S):							
	ABSENCE(S):						
	ABSTENTIO	ON(S	5):					
					Nic	cholas A.	Cox, Mayor	
Melan	ney Langford,	City	Clerk					

•

w)

Tr.

To be used when Not Rolling Forward

The italicized information in the brackets should be deleted if not applicable. Otherwise, do not edit content.

AFFIDAVIT

STATE OF LOUISIANA PARISH OF WEBSTER

BEFORE ME, the undersi and for the aforesaid parish and sta				ed and qua	lified within
_	Nicholas A. C	'ox			
(Authorize	ed person to repres		ng district))	
who, after first being duly sworn, o	did depose and st	ate that:			
He is the duly authorized	Mayor (Title or position)	_of the		y of Minde	
(Mark the appropriate box be	•	ou complied t		Ü	,
Affiant, meeting was held in accordance of allowing a public comment peristhe millage rates for the 2024 and place of the meeting X was authority are usually held no le Sundays and legal holidays and hours before the meeting, exclude A quorum or simple may physically present and voting at August , 2024, at 6:00 p.m. a address) The meeting was conditioned on the agenda were not present after complying with all	with the Open Nod before takin tax year. Puls s posted on the ss than 24 hour or was publing Saturdays, jority of the tot the public meet Minden Cituated in accord discussed with provisions of R	ho did deplettings Lag a vote, Rolic written building we so before the ished in the Sundays are all membering, which we Hall / 520 with the pout the una S. 42:19(A)	ose and wat R.S. 42:14 notice of there there end in degal less hip of the was held because in the beautiful because in the beautiful because it is a second in the beautiful because it is a second in the beautiful bea	hereby sta 5. 42:11, et 4(D), to ac f the agence e meetings ag, excludi l journal r nolidays. the taxing I on the vay Street ced agend approval o)(cc)".	tes: "A public seq., including lopt da, date, time, of this taxing ing Saturdays, to less than 24 authority was 5th day of (Complete a. Matters not f the members in-elected board
we have video or audio recorded, and ensure the recording will be to				ings oj our	public meeling
Copies of all required notices a reference.	and agenda are at	tached here	to and in	corporated	herein by
		(Signatur	e of affia	ant)	
			Nich	olas A. Cox	ĸ
		(Printed)	name)		
SWORN TO AND SUBSO	CRIBED Before	Me, this _	5th	Day of	August
20 <u>24</u> , at <u>Minden</u> , Louisiana.					
	Notary P	ublic			_

Printed or Typed Name (as commissioned):

Notary ID or Bar Roll No.:

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



Agenua	raci Sheet
Agenda Item:	
(O) Appointment – Minden Municipal Fire a	and Police Civil Service Board
Discussion:	
Mayor Nick Cox recommends the appointment of and Police Civil Service Board.	of Tommy Davis to the Minden Municipal Fire
•	,
Suggested Wording of Motion:	
"Upon the recommendation of Mayor Nick Cox Municipal Fire and Police Civil Service Board, a	as, I move to appoint <u>Tommy Davis</u> to the Minden as presented."
MOTION:	SECOND:
AYE(S):	NAY(S):
ABSENCE(S):	ABSTENTION(S):

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



Agenda Fact Sheet

Agenda Item:



() 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.

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



Agenda Fact Sheet

Agenda Item:



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.

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



() Police Report	
City Fines\$10,9	97.50
District Attorney's Office	
Crime Lab\$5	
City Court\$7	
Marshal's Office\$6	
Indigent Defender\$9	55.00
Victim's Fund	\$0.00
Clerk's Fund	44.00
Community Service	\$0.00
WARE Center\$1	
LA Commission on Law Enforcement	
Off-Duty Witness Fee\$2	
DARE	
State Analysis	
Agency Analysis	
Court Case Mgmt. Information System	66.00
LA Traumatic Head & Spinal Cord Injury `	
Trust Fund	
Disability Affairs	
Judicial Building Fund\$2	
Judicial Education	
TOTAL\$14,7	97.50
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):

	-	FORM	20.00	246.50	50 00	100.00	227.50	1000.00	220.00	212.50	50.00	100.00	25.00	150.00	200.00	100.00	25.00	125.00	25.00	125.00	750.00	125.00	175.00	750.00	100.00	75.00	227.50	228.50	100 001	212.50	212.50	100.00	212.50	50.00	222.50	50.00	225 00	50.00	227.50	50.00	50.00	25.00	50.00	210.50	50.00
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	COMM	SERV Services	0.0	0.0	00.0	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CLERK	O C	9.0	9.0	00.7	000	2.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	00.0	2.00	2.00	0.00	2.00	0.00	0.00	00.0	000	0.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00
	VICTIM	2 0	0.00	0.0	0.00	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00	8.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		ND DEP	9.0	0.00	00.04	000	45.00	0.00	45.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00	45.00	0.00	40.00	40.00	0.00	40.00	0.00	0.00	000	000	0.00	45.00	0.00	0.00	0.00	0.0	45.00	0.00
		MAKSH	0.0	0.00	00.00	00.0	30.00	0.00	30.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00	20.00	30.00	30.00	0.00	30.00	0.00	00.00	0.00	0000	0.00	30.00	0.00	0.00	0.00	0.00	30.00	0.00
į	CITY	SOON SOON	00.0	31.00	0.0	000	31.00	0.00	31.00	36.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.00	31.00	00.0	36.50	36.50	0.00	36.50	0.00	3,00	0.00	00.0	0.00	31.00	0.00	0.00	0.00	0.00	31.00	0.00
!	CRIME	LAB O	0.0	0.00	00.00	000	30.00	0.00	30.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00	00.0	20.00	20.00	0.00	20.00	0.00	00.00	00.00	00.0	0.00	30.00	0.00	0.00	0.00	0.00	30.00	0.00
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į		II C	20.00	20.00	50.00	100.00	50.00	1000.00	42.50	50.00	50.00	100.00	25.00	150.00	200.00	100.00	25.00	125.00	25.00	125.00	750.00	125.00	175.00	750.00	100.00	75.00	50.00	50.00	100.00	50.00	50.00	100.00	20.00	50.00	300.000	50.00	225.00	50.00	50.00	50.00	50.00	25.00	50.00	33.00	20.00
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