

**Minden City Council  
REGULAR SESSION**



**Monday, December 2, 2024 – 6:00 p.m.  
City Hall – Council Chambers**

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**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 November 4, 2024**
- (2) Adopt Resolution – Amending the City of Minden 2023-2024 Budget**
- (3) Adopt Resolution – Amending the City of Minden 2024-2025 Budget**
- (4) Adopt Resolution – Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2023-09/30/2024**
- (5) Adopt Resolution – Authorizing Mayor Cox to Be Designated and Given Full Authority on Behalf of the City of Minden to Execute and Submit Any and All Documents Pertaining to the DRA Fiscal Year 2024 Grant and Guarantee that the City of Minden Provides Matching Funds**
- (6) Adopt Resolution – A Resolution Authorizing Nicholas A. Cox, Mayor of the City of Minden, Louisiana, to Execute a Dedication of Public Street by Richard Kevin Sanders**
- (7) Award Bid No. 04-2025 – Aerial Bucket Truck**
- (8) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing an Aerial Bucket Truck**
- (9) Adopt Ordinance No. 1148 – An Ordinance to Adjust the Salaries of Certain Elected Officials Starting in 2027**
- (10) Adopt Ordinance No. 1149 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 2, Administration: Article III, Officers, Division 5., Part-Time Fire Chief; Part-Time Assistant Fire Chief; Part-Time Minden District Fire Chiefs, Section 2-117. – Appointment**
- (11) Adopt Ordinance No. 1150 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 34, Criminal Code: Article II, Offenses Affecting Governmental Functions: Section 34-54. – Fire Hydrants; Tampering with, Operating, Obstructing**
- (12) Adopt Ordinance No. 1151 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 42, Fire Prevention and Protection: Article II, Fire Department: Section 42-34. – Private Water Sources, Section 42-35. – Access Box System, Section 42-36. – Security Gates and Limited Access Gates; Article III, Fire Prevention Code: Section 42-61. – Code Adopted, Section 42-69. – Outdoor Burning, Section 42-70. – Fire Alarm Systems, Section 42-71. – Fireworks**

- (13) **Adopt Ordinance No. 1152 – An Ordinance to Authorize an Act of Sale by the City of Minden to Sell Certain Adjudicated Properties (Parcels 110359 & 113906) by Public Auction; and, Further Providing with Respect Thereto**
- (14) **Authority for Mayor Cox to Enter into an Agreement for Professional Services Between the City of Minden and Atlas Community Studios, LLC**
- (15) **Budget/Financial Report for October 2024**
- (16) **Annual Fire Report for the Year 2024**
- (17) **Police Report for October 2024**

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**Announcements – Council Comments – Adjournment**

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# Minden City Council Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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## Agenda Fact Sheet

### Agenda Item:

( 1 ) Adopt Minutes of Minden City Council Regular Session Held on November 4, 2024

### Discussion:

See attached.

### Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on November 4, 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 NOVEMBER 4, 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 Levon Thomas 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.

Levon Thomas moved to adopt the minutes of the Minden City Council Regular Session held on October 7, 2024, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved to adopt a Resolution to Amend the City of Minden 2024-2025 Budget, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Levon Thomas, the council unanimously authorized Mayor Cox to execute a purchase agreement for 3.0 acres of land located on Recreation Drive, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to award Bid No. 03-2025 – Minden Animal Control Facility to the lowest qualified bidder meeting all requirements, Blackrock Construction. The motion was duly seconded by Levon Thomas and the vote was as follows: Aye(s): Carlton Myles, Levon Thomas, Latasha Mitchell, and Michael Roy. Nay(s): None. Abstention(s): Andy Pendergrass. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Carlton Myles, the council unanimously approved the promotion of Minden Police Officer First Class Logan Clingan to the rank of Police Sergeant, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously approved the promotion of Minden Police Officer First Class Benjamin Sparks to the rank of Police Sergeant, as presented. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to approve the promotion of Minden Police Officer Cadyn O'Connor to the rank of Police Officer First Class, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved to approve the promotion of Minden Police Officer LaDarrius Joseph to the rank of Police Officer First Class, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Andy Pendergrass, the council unanimously approved the promotion of Minden Police Officer Jordon Greer to the rank of Police Officer First Class, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Levon Thomas, the council unanimously approved the promotion of Minden Police Officer Matthew Hicks to the rank of Police Officer First Class, as presented. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to confirm Johnna Traylor as a full-time police officer in the Minden Police Department, subject to passing all applicable tests. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Latasha Mitchell, the council unanimously adopted a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented. This resolution is to surplus SCBA Air Packs and Bottles. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Latasha Mitchell, the council unanimously adopted a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented. This resolution is to surplus a Continental Washing Machine. Abstention(s): None. Absence(s): None.

Michael Roy moved to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented. This resolution is to surplus lawn mowers. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt a Resolution for Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program, as presented. The motion was duly seconded by Michael Roy 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 September 2024. No motion was required.

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

The Police Report for the month of September 2024 was unanimously accepted, as presented, by motion of Michael Roy and second by Andy Pendergrass. Abstention(s): None. Absence(s): None.

The National Night Out 2024 Block Party Hosts were recognized by Mayor Cox and the Minden City Council. Proclamations were presented to all hosts. No motion was required.

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

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk

(65) 11-04-2024

# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

(2) Adopt Resolution – Amending the City of Minden 2023-2024 Budget

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to adopt a Resolution to Amend the City of Minden 2023-2024 Budget, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

**RESOLUTION**

**A RESOLUTION TO AMEND THE  
CITY OF MINDEN 2023-2024 BUDGET**

WHEREAS, the City of Minden budget for the year 2023-2024 was approved on September 5, 2023; and

WHEREAS, a public hearing on said budget was held on September 5, 2023, as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE, be it resolved by the Council of the City of Minden, Webster Parish, Louisiana, that the following amendments to the approved budget for 2023-2024 be made:

**2023-2024 Budget Amendment – Sewer Plant Sales Tax**

	Revenue	Expense	
07-00-3111201	\$68,660		Sales & Use Tax
07-00-3611020	\$62,074		Interest Earned – SPST
07-00-3611024	\$40,300		Interest Earned – SPST Reserve
07-00-3901003	(\$632,610)		Fund Balance
07-94-4119004		(\$166,000)	Transfer to LCDBG Fund

Amend Budget to Recognize Increase in Revenues.  
Amend Budget to Recognize Use of Fund Balance.  
Amend Budget to Recognize Decrease of Fund Balance not Transferred to LCDBG Fund.

**2023-2024 Budget Amendment – TIF #2**

	Revenue	Expense	
09-00-3111201	\$579		Sales & Use Tax
09-02-4198002		\$579	Collection Expense

Amend Budget to Recognize Increase of Revenue and Expense.

**2023-2024 Budget Amendment – TIF #3**

	Revenue	Expense	
10-00-3111201	\$190		Sales & Use Tax
10-03-4198002		\$190	Collection Expense

Amend Budget to Recognize Increase of Revenue and Expense.

**2023-2024 Budget Amendment – TIF #4**

	Revenue	Expense	
11-00-3111201	\$1		Sales & Use Tax
11-04-4198002		\$1	Collection Expense

Amend Budget to Recognize Increase of Revenue and Expense.

**2023-2024 Budget Amendment – LCDBG**

	Revenue	Expense	
14-00-3311101	(\$424,249)		LCDBG
14-00-3901004	(\$166,000)		Transfer Sewer Plant Sales Tax
14-00-4117098		(\$590,249)	Construction in Progress

Amend Budget to Recognize Decrease of Revenues and Expenses.



**2023-2024 Budget Amendment – Capital Improvement – Water**

	Revenue	Expense	
17-00-3901003	(\$210,000)		Fund Balance
17-00-4117105		(\$210,000)	Other Than Buildings

Amend Budget to Recognize Use of Fund Balance.  
Amend Budget to Recognize Decrease of Expenses.

**2023-2024 Budget Amendment – Capital Improvement – Streets**

	Revenue	Expense	
19-00-4117102		(\$260,000)	Street Overlay

Amend Budget to Recognize Decrease of Expenses.

**2023-2024 Budget Amendment – STEP**

	Revenue	Expense	
22-00-3512011	\$206,628		STEP Traffic Tickets
22-00-4119001		\$206,628	Transfer Reimburse STEP Expense

Amend Budget to Recognize Increase of Revenues and Expense.

**2023-2024 Budget Amendment – PD Portion STEP**

	Revenue	Expense	
23-00-3611101	\$1,158		Interest – STEP PD
23-00-3901017	(\$18,013)		STEP Program Revenue PD
23-00-4216011		(\$16,855)	Materials

Amend Budget to Recognize Decrease of Revenues and Expenses.

**2023-2024 Budget Amendment – ARPA**

	Revenue	Expense	
24-00-4111003	(\$3,202,500)		Fund Balance
24-00-4111004	\$175,000		Interest Earned
24-00-4117004		(\$202,500)	Tools & Equipment
24-00-4117103		(\$850,000)	Building Structure & Improvement
24-00-4117106		\$754,000	PWCC Phase I
24-00-4117108		\$75,000	Community House
24-00-4117109		\$600	Animal Shelter
24-00-4117110		\$90,000	PWCC Phase II
24-00-4117111		\$15,000	Recreation Center
24-00-4117115		\$14,000	City Cleanup & Condemnations

Amend Budget to Recognize Use of Fund Balance.  
Amend Budget to Reflect Increase of Certain Revenues and Expenses.  
Amend Budget to Reflect Decrease in Certain Expenses.

The foregoing resolution was read, considered, and adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

CERTIFICATE

I, Melaney Langford, City Clerk for the City of Minden, Louisiana, hereby certify that the above constitutes a true and accurate copy of the Resolution, which upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively, was adopted by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

The same was declared adopted by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Melaney Langford, City Clerk  
City of Minden, Louisiana

**Minden City Council**  
**Regular Session**  
Monday, December 2, 2024  
Minden City Hall – Council Chambers

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**Agenda Fact Sheet**

**Agenda Item:**

(3) Adopt Resolution – Amending the City of Minden 2024-2025 Budget

**Discussion:**

See attached.

**Suggested Wording of Motion:**

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

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

**RESOLUTION**

**A RESOLUTION TO AMEND THE  
CITY OF MINDEN 2024-2025 BUDGET**

WHEREAS, the City of Minden budget for the year 2024-2025 was approved on August 5, 2024; and

WHEREAS, a public hearing on said budget was held on August 5, 2024, as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE, be it resolved by the Council of the City of Minden, Webster Parish, Louisiana, that the following amendments to the approved budget for 2024-2025 be made:

**2024-2025 Budget Amendment – ARPA**

	<b>Revenue</b>	<b>Expense</b>	
24-00-4111003	(\$317,320)		Fund Balance
24-00-4111004	(\$48,000)		Interest Earned
24-00-4117004		\$35,839	Tools & Equipment
24-00-4117103		\$107,892	Building Structure & Improvement
24-00-4117104		\$425,000	Land Acquisition
24-00-4117105		(\$380,000)	Other than Buildings
24-00-4117106		(\$353,592)	PWCC Phase I
24-00-4117108		(\$74,964)	Community House
24-00-4117109		(\$105,241)	Animal Shelter
24-00-4117110		\$10,796	PWCC Phase II
24-00-4117111		(\$750,000)	Recreation Center
24-00-4117112		(\$100,000)	Civic Center
24-00-4117113		(\$650,000)	Shreveport Water Main
24-00-4117114		(\$100,000)	Airport Hangers
24-00-4117116		\$1,568,450	Streets

Amend Budget to Recognize New Allocations of Expenses from American Rescue Plan Act Revenue.

The foregoing resolution was read, considered, and adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

**CERTIFICATE**

I, Melaney Langford, City Clerk for the City of Minden, Louisiana, hereby certify that the above constitutes a true and accurate copy of the Resolution, which upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively, was adopted by the following vote:

- AYE(S):
- NAY(S):
- ABSENCE(S):
- ABSTENTION(S):

The same was declared adopted by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Melaney Langford, City Clerk  
City of Minden, Louisiana

# Minden City Council Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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## Agenda Fact Sheet

### Agenda Item:

- (4) Adopt Resolution – Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2023 – 09/30/2024

### Discussion:

See attached.

### Suggested Wording of Motion:

“I move to adopt a Resolution Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2023 – 09/30/2024, as presented.”

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_

NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_

ABSTENTION(S): \_\_\_\_\_

**RESOLUTION**

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
FOR THE AUDIT PERIOD OF OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024**

WHEREAS, the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2023 – 09/30/2024 was furnished to the City of Minden, completed by the Mayor and his staff, and presented to the members of the City Council; and

BE IT RESOLVED that the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2023 – 09/30/2024 is adopted. Now, therefore, the Minden City Council directs that the Questionnaire be submitted to the City's Auditors – Allen, Green & Williamson, LLP for comments.

The foregoing resolution was read, considered, and adopted this \_\_\_ day of December, 2024.

**CERTIFICATE**

I, Melaney Langford, Clerk of the City of Minden, Louisiana, hereby certify that the above constitutes a true and accurate copy of a resolution, which, upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively, was adopted by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

and the same was declared adopted by the Mayor this \_\_\_ day of December, 2024.

\_\_\_\_\_  
Melaney Langford, City Clerk  
City of Minden

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA  
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Government Agencies)**

December 2, 2024

Allen, Green & Williamson, LLP  
2441 Tower Drive  
Monroe, Louisiana 71201

In connection with your audit of our financial statements as of 09/30/2024 and for 10/01/2023 – 09/30/2024 for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of 11/21/2024.

**PART I. AGENCY PROFILE**

1. Name and address of the organization.

**City of Minden**  
**520 Broadway Street**  
**Minden, Louisiana 71055**

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

**U.S. Census 11,928**

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Mayor  
**Nicholas A. "Nick" Cox**  
**105 Bay Creek Road**  
**Minden, Louisiana 71055**  
**(318) 639-4050**

District A Councilman  
**Carlton "Buddy" Myles**  
**241 Deerfield Boulevard**  
**Minden, Louisiana 71055**  
**(318) 617-2898**

District B Councilman  
**Levon "Charlie" Thomas**  
**203 Marion Street**  
**Minden, Louisiana 71055**  
**(318) 510-4860**

District C Councilwoman  
**Latasha Anderson Mitchell**  
**1309 Apple Street**  
**Minden, Louisiana 71055**  
**(318) 639-1223**

District D Councilman  
**Michael Roy**  
**326 Braeburn Glen Drive**  
**Minden, Louisiana 71055**  
**(318) 658-7244**

District E Councilman  
**Andy Pendergrass**  
**303 Summit Street**  
**Minden, Louisiana 71055**  
**(318) 548-8801**

4. Period of time covered by this questionnaire.

**10/01/2023 – 09/30/2024**

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

**Special Act of the Legislature**



6. Briefly describe the public services provided.

**Electrical, Water, Sewage, Streets, Recreation**

7. Expiration date of current elected/appointed officials' terms.

**12/31/2026**

**LEGAL COMPLIANCE**

**PART II. PUBLIC BID LAW**

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$250,000 have been publicly bid.

B) All material and supply purchases exceeding \$60,000 have been publicly bid.

Yes [ X ] No [ ] N/A [ ]

**PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [ X ] No [ ] N/A [ ]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

**PART IV. LAWS AFFECTING BUDGETING**

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes  No  N/A

#### B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes  No  N/A

#### C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes  No  N/A

### **PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS**

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes  No  N/A

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No  N/A

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No  N/A

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes  No  N/A

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes  No  N/A

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No  N/A

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes  No  N/A

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [ ] No [ ] N/A [ X ]

**PART VI. MEETINGS**

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes [ X ] No [ ] N/A [ ]

**PART VII. ASSET MANAGEMENT LAWS**

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes [ X ] No [ ] N/A [ ]

**PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes [ X ] No [ ] N/A [ ]

**PART IX. DEBT RESTRICTION LAWS**

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [ X ] No [ ] N/A [ ]

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes [ ] No [ ] N/A [ X ]

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes [ ] No [ ] N/A [ X ]

**PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS**

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes [ X ] No [ ] N/A [ ]

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ X ] No [ ] N/A [ ]

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [ X ] No [ ] N/A [ ]

**PART XI. ISSUERS OF MUNICIPAL SECURITIES**

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes [ ] No [ ] N/A [ X ]

**PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**

Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
  - B. Development of a capital improvement program on a selective basis, R.S. 48:755.
  - C. Centralized purchasing of equipment and supplies, R.S. 48:755.
  - D. Centralized accounting, R.S. 48:755.
  - E. A construction program based on engineering plans and inspections, R.S. 48:755.
  - F. Selective maintenance program, R.S. 48:755.
  - G. Annual certification of compliance to the auditor, R.S. 48:758.
- Yes [ ] No [ ] N/A [ X ]

School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.
- Yes [ ] No [ ] N/A [ X ]
32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.
- Yes [ ] No [ ] N/A [ X ]

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [ ] No [ ] N/A [ X ]

Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.
- Yes [ ] No [ ] N/A [ X ]

Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.
- Yes [ ] No [ ] N/A [ X ]
36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.
- Yes [ ] No [ ] N/A [ X ]

District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.
- Yes [ ] No [ ] N/A [ X ]

Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.
- Yes [ ] No [ ] N/A [ X ]

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.  
Yes [ ] No [ ] N/A [ X ]

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.  
Yes [ ] No [ ] N/A [ X ]

Libraries

41. We have complied with the regulations of the Louisiana State Library.  
Yes [ ] No [ ] N/A [ X ]

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).  
Yes [ X ] No [ ] N/A [ ]

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).  
Yes [ X ] No [ ] N/A [ ]

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).  
Yes [ X ] No [ ] N/A [ ]

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.  
Yes [ X ] No [ ] N/A [ ]

46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).  
Yes [ X ] No [ ] N/A [ ]

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).  
Yes [ X ] No [ ] N/A [ ]

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).  
Yes [ X ] No [ ] N/A [ ]

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.  
Yes [ ] No [ ] N/A [ X ]

50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).  
Yes [ ] No [ ] N/A [ X ]

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).  
Yes [ ] No [ ] N/A [ X ]

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).  
Yes [ ] No [ ] N/A [ X ]

53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).  
Yes [ ] No [ ] N/A [ X ]

Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.  
Yes [ ] No [ ] N/A [ X ]

Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.  
Yes [ ] No [ ] N/A [ X ]

Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.  
Yes [ ] No [ ] N/A [ X ]

Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts);  
R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or  
R.S. 38:2101-2123 (Irrigation Districts), as appropriate.  
Yes [ ] No [ ] N/A [ X ]

Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.  
Yes [ ] No [ ] N/A [ X ]

Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.  
Yes [ ] No [ ] N/A [ X ]

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

\_\_\_\_\_  
Secretary \_\_\_\_\_ Date  
\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date  
\_\_\_\_\_  
President \_\_\_\_\_ Date

# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

- (5) Adopt Resolution – Authorizing Mayor Cox to Be Designated and Given Full Authority on Behalf of the City of Minden to Execute and Submit Any and All Documents Pertaining to the DRA Fiscal Year 2024 Grant and Guarantee that the City of Minden Provides Matching Funds

#### Discussion:

DRA Grant award of \$509,000 - City of Minden match of \$155,000 for the Shreveport Road Water Main Rehabilitation project.

#### Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Mayor Cox to Be Designated and Given Full Authority on Behalf of the City of Minden to Execute and Submit Any and All Documents Pertaining to the DRA Fiscal Year 2024 Grant and Guarantee that the City of Minden Provides Matching Funds, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

**RESOLUTION**

WHEREAS, the Delta Regional Authority (hereinafter "DRA") was created by Congress by the Delta Regional Authority Act of 2000, as amended, as a federal/state partnership now comprised of 252 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri and Tennessee in order to remedy severe and chronic economic distress by stimulating economic development and fostering partnerships that will have a positive impact on the Delta Region's economy;

WHEREAS, the CITY OF MINDEN, acting by and through its Council, proposes to accept an award with DRA for the Fiscal Year 2024 federal award program cycle;

WHEREAS, DRA requires that a person be designated, appointed, and given the authority to perform certain duties and administration of said award for and on behalf of the Awardee;

WHEREAS, the City of Minden Council met in a regular session on December 2, 2024, whereby \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, (names of those present) were present, constituting a quorum;

WHEREAS, a motion was made by \_\_\_\_\_, was seconded by \_\_\_\_\_, to designate and appoint Nicholas A. Cox, Mayor, to perform all duties and administration of said award, which carried unanimously by voice vote and was recorded on the minutes;

WHEREAS, a motion was made by \_\_\_\_\_, was seconded by \_\_\_\_\_, to provide additional funds in the amount of \$155,000 to said award which carried unanimously by voice vote and was recorded on the minutes;

WHEREAS, a motion was made by \_\_\_\_\_, was seconded by \_\_\_\_\_, that in the event of an administration change, the new Mayor shall continue to have such authority under this Resolution.

**NOW THEREFORE, BE IT RESOLVED** that, by the Mayor and City Council of the City of Minden, meeting in Regular Session on this 2<sup>nd</sup> day of December, 2024, as follows:

**THAT**, Nicholas A. Cox be is hereby designated and appointed to perform on behalf of the City of Minden and has the authority to make those acts and assume any and all duties in dealing with the award with DRA for the Fiscal Year - 2024 federal award program cycle;

**THAT**, Nicholas A. Cox is hereby authorized to execute and submit any and all documents including, but not limited to, applications, award closing documents, request for funds, status reports to DRA for the Fiscal Year – 2024 federal award program cycle;



THAT, the City of Minden agrees to provide additional funds in the amount of \$155,000 to said award;

THAT, in the event of an administration change, the new Mayor shall continue to have such authority under this Resolution.

BE IT FURTHER RESOLVED that his Resolution shall be in full force and effect after its adoption.

This Resolution was presented for a vote and the vote was recorded as follows:

AYE(S): \_\_\_\_\_

NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_

ABSTENTION(S): \_\_\_\_\_

THEREUPON, the Mayor, Nicholas A. Cox, declared the Resolution passed by a vote of \_\_\_\_\_ Ayes to \_\_\_\_\_ Nays this 2<sup>nd</sup> day of December, 2024.

\_\_\_\_\_  
Nicholas A. Cox, Mayor

**CERTIFICATE**

I, Melaney Langford, Clerk of the City Council of the City of Minden, Louisiana, hereby certify that the above and foregoing Resolution is a true and correct copy of same as adopted by the Mayor and Council of the City of Minden on the 2<sup>nd</sup> day of December, 2024.

Given under my official signature and seal of office this 2<sup>nd</sup> day of December, 2024.

\_\_\_\_\_  
Melaney Langford, City Clerk

# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

- (b) Adopt Resolution – Authorizing Nicholas A. Cox, Mayor of the City of Minden, Louisiana, to Execute a Dedication of Public Street by Richard Kevin Sanders

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Nicholas A. Cox, Mayor of the City of Minden, Louisiana, to Execute a Dedication of Public Street by Richard Kevin Sanders, as presented.”

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_

NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_

ABSTENTION(S): \_\_\_\_\_

**RESOLUTION**

**A RESOLUTION AUTHORIZING NICHOLAS A. COX, MAYOR OF THE CITY OF MINDEN, LOUISIANA, TO EXECUTE A DEDICATION OF PUBLIC STREET BY RICHARD KEVIN SANDERS**

**BE IT RESOLVED** by the Mayor and City Council of the City of Minden, Louisiana, on this \_\_\_ day of \_\_\_\_\_, 2024, that:

NICHOLAS A. COX, Mayor, is authorized to execute for, on behalf of, and in the name of the City of Minden, Louisiana, a Dedication of Public Street by Richard Kevin Sanders of the following described property:

A developed, 21-foot wide, 712-foot long portion of Sanders Drive lying east of its point of intersection with Country Club Circle as shown in Exhibits "A" and "B" (attached).

**PASSED AND ADOPTED** by the Minden City Council on this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk

**CERTIFICATE**

I, Melaney Langford, City Clerk for the City of Minden, Louisiana, hereby certify that the above constitutes a true and accurate copy of A Resolution, which upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively, was adopted by the following vote:

AYE(S):

NAY(S):

ABSTENTION(S):

ABSENCE(S):

The same was declared adopted by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2024.

Signed and sealed this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Melaney Langford, City Clerk

STATE OF LOUISIANA

PARISH OF WEBSTER

THUS DONE AND ACCEPTED in the presence of the undersigned Notary Public and competent witnesses in Minden, Louisiana, on this this \_\_\_ day of \_\_\_\_\_, 2024.

WITNESS:

CITY OF MINDEN:

\_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

Print: Nicholas A. Cox, Mayor

\_\_\_\_\_

Print: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF LOUISIANA

PARISH OF WEBSTER

BEFORE ME, the undersigned Notary Public, qualified and commissioned in and for the aforesaid state and parish, therein residing, personally came and appeared:

RICHARD KEVIN SANDERS, a resident of the state of Louisiana, whose mailing address is 236 Sanders Drive, Minden, Louisiana 71055

who declared that he is the owner of the property hereinafter described, and desires to have said property dedicated to the City of Minden, Louisiana, for use as a public street to all intents and purposes, he, RICHARD KEVIN SANDERS, declares that he does, by these presents, TRANSFER, ASSIGN, SET OVER, GRANT, AND DEDICATE in favor of the CITY OF MINDEN, a Louisiana municipality, and the inhabitants thereof, the following described property for use solely and exclusively for the continuation and extension of a public street or way together with all rights existing with respect to city streets and roads, the property conveyed and affected hereby being described as follows:

A developed, 21-foot wide, 712-foot long portion of Sanders Drive lying east of its point of intersection with Country Club Circle as shown in Exhibits "A" and "B" (attached).

The consideration for this dedication is the public convenience and necessity and advantages accruing to the owner, his successors, and assigns by virtue hereof, and the property hereinabove described is hereby dedicated to public use as a public street to all intents and purposes.

To these presents appears THE CITY OF MINDEN, LOUISIANA, herein represented by Nicholas A. Cox, Mayor, duly authorized, for the purpose of accepting, and the City of Minden does by these presents accept the dedication and conveyance to if of the property hereinabove described as a street of the City of Minden, Louisiana.

THUS DONE AND SIGNED in Minden, Louisiana, on this \_\_\_ day of \_\_\_\_\_, 2024.

WITNESS:

GRANTOR:

\_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

Print: Richard Kevin Sanders

\_\_\_\_\_

Print: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

SERVITUDE OF WAY

STATE OF LOUISIANA

PARISH OF WEBSTER

BEFORE ME, the undersigned Notary Public, qualified and commissioned in and for the aforesaid state and parish, therein residing, personally came and appeared:

RICHARD KEVIN SANDERS, a resident of the state of Louisiana, whose mailing address is 236 Sanders Drive, Minden, Louisiana 71055, hereinafter referred to as "GRANTOR"

who declared that under the covenants, conditions, and stipulations hereinafter recited, GRANTOR does hereby grant, donate, confirm, transfer, and deliver unto the City of Minden, Webster Parish, Louisiana, and does hereby dedicate to the public a servitude and right-of-way over and across the property as shown in the attached Exhibits "A" and "B" located in Webster Parish, Louisiana.

This grant and dedication is conditioned upon the City of Minden assuming the obligation of maintaining and policing said roadwat and upon the acceptance by the City of Minden of this grant and dedication under the terms, covenants, and conditions hereinabove recited.

The City of Minden takes cognizance of the existence of an existing roadway and it is covenanted and agreed that this grant of servitude is made and accepted subject to and not in derogation of the continued existence and operation of said roadway and exercise of all rights and privileges pertaining thereto.

NOW, to these presents came and appeared Mayor Nicholas A. Cox, who declared that the City of Minden does hereby accept the foregoing grant and dedication and assumes and agrees to comply with all of the terms, stipulations, covenants, and conditions hereinabove recited.

THUS DONE AND SIGNED in Minden, Louisiana, on this \_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESS:

GRANTOR:

\_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

Print: Richard Kevin Sanders

\_\_\_\_\_

Print: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

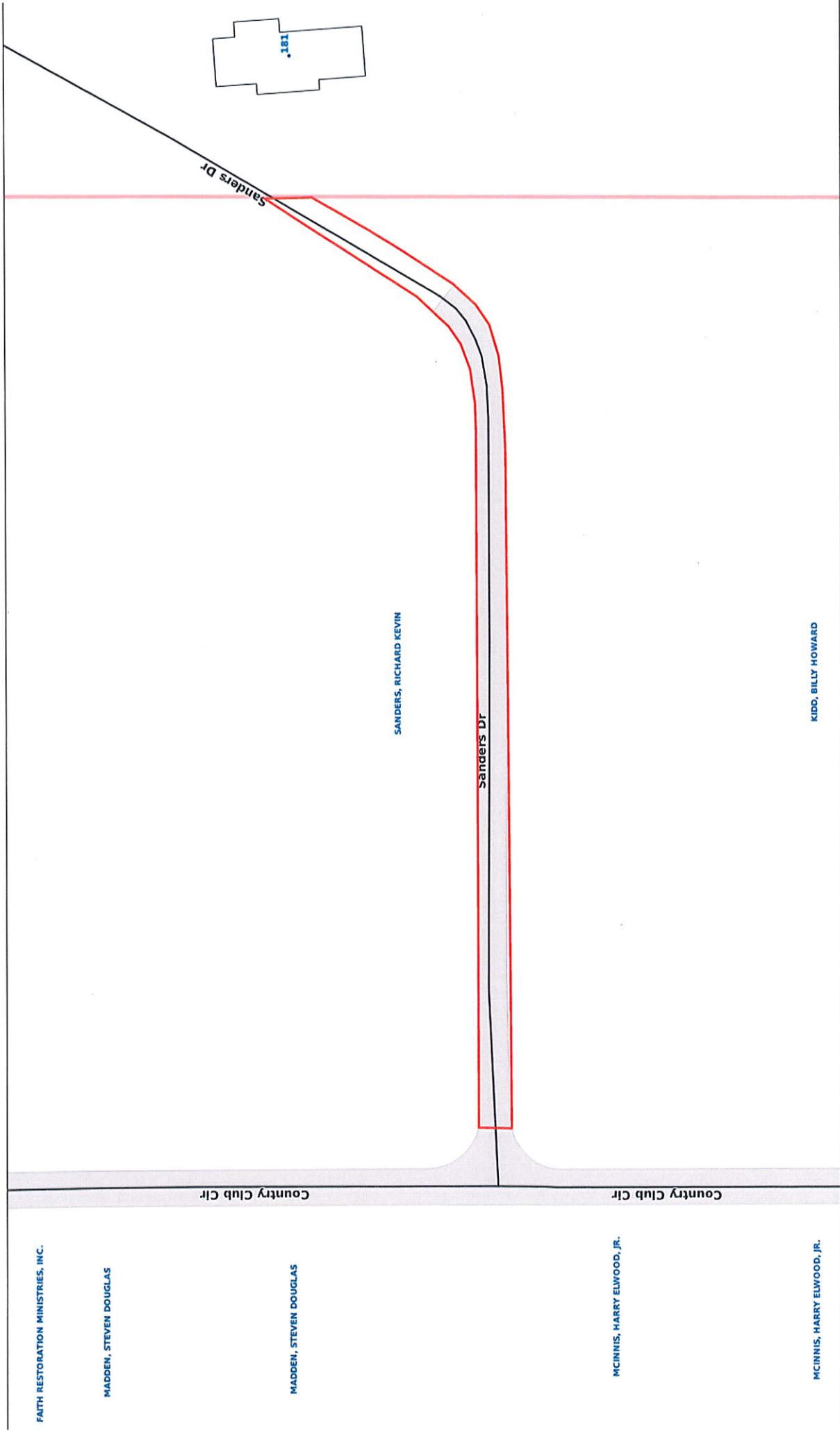
Geoportail Map



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

Exhibit A

# Geoportial Map



FAITH RESTORATION MINISTRIES, INC.

MADDEN, STEVEN DOUGLAS

MADDEN, STEVEN DOUGLAS

SANDERS, RICHARD KEVIN

MCINNIS, HARRY ELWOOD, JR.

MCINNIS, HARRY ELWOOD, JR.

KIDD, BILLY HOWARD

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



Exhibit B



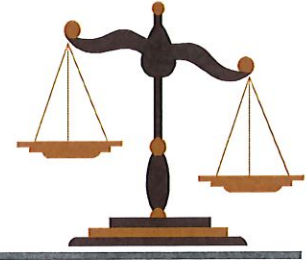
# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

(7) Award Bid No. 04-2025 – Aerial Bucket Truck

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to award Bid No. 04-2025 – Aerial Bucket Truck to the lowest qualified bidder meeting all requirements, Altec Industries, Inc.”

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_

NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_

ABSTENTION(S): \_\_\_\_\_

**CITY OF MINDEN**  
**DEPARTMENT OF PUBLIC WORKS**

*Memorandum*

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**TO:** Melaney Langford

**DATE:** November 25, 2024

**FROM:** Gary Moreland

**SUBJECT:** Bid # 04-2025

---

The bid submitted by ALTEC INDUSTRIES, INC. for the City of Minden Bid No. 04-2025, One (1) New Aerial Bucket Truck, meets all specifications listed. Please issue a Purchase Order after Council approval.

Thank you.

*TW*



**Minden City Council**  
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**Agenda Fact Sheet**

**Agenda Item:**

- (8) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing an Aerial Bucket Truck

**Discussion:**

See attached.

**Suggested Wording of Motion:**

“I move to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing an Aerial Bucket Truck, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

RESOLUTION

A RESOLUTION REGARDING A LEASE PURCHASE AGREEMENT  
FOR THE PURPOSE OF FINANCING  
AN AERIAL BUCKET TRUCK

WHEREAS, City of Minden desires to enter into that certain Lease Purchase Agreement by and between the City of Minden and Government Capital Corporation, for the purpose of financing an "Aerial Bucket Truck." The City desires to designate this Agreement as a "qualified tax exempt obligation" of the City for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended. The City desires to designate Nick Cox, Mayor, as an authorized signer of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MINDEN:

Section 1.

That the City of Minden enters into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing an "Aerial Bucket Truck".

Section 2.

That the Lease Purchase Agreement by and between the City of Minden and Government Capital Corporation is designated by the City as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3.

That the City of Minden designates Nick Cox, Mayor, as an authorized signer of the Lease Purchase Agreement by and between the City of Minden and Government Capital Corporation.

Section 4.

That should the need arise, if applicable, the City will use proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended.

This Resolution has been PASSED upon Motion made by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_ by a vote of \_\_\_\_\_ to \_\_\_\_\_ and is effective this December 2, 2024.

Lessee: City of Minden

Witness Signature

\_\_\_\_\_  
Nicholas A. Cox, Mayor

\_\_\_\_\_  
Melaney Langford, City Clerk

**Minden City Council**  
**Regular Session**  
**Monday, December 2, 2024**  
**Minden City Hall – Council Chambers**

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**Agenda Fact Sheet**

**Agenda Item:**

- (9) Adopt Ordinance No. 1148 – An Ordinance to Adjust the Salaries of Certain Elected Officials Starting in 2027

**Discussion:**

See attached.

**Suggested Wording of Motion:**

“I move to adopt Ordinance No. 1148 – An Ordinance to Adjust the Salaries of Certain Elected Officials Starting in 2027, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

ORDINANCE NO. 1148

AN ORDINANCE TO ADJUST THE SALARIES OF  
CERTAIN ELECTED OFFICIALS STARTING IN 2027

WHEREAS, it is the intent of the Council of the City of Minden to ensure that the salaries of elected officials are adjusted in a manner consistent with those of other city employees; and

WHEREAS, it is necessary to establish an ordinance that provides for a standardized method of salary adjustment for the following elected officials: Mayor, Chief of Police, Ward Marshal, and City Judge.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Minden, Louisiana, that, effective January 1, 2027, the annual salaries of the Mayor, Chief of Police, Ward Marshal, and City Judge shall be adjusted as follows:

1. **Annual Adjustment:** The salaries of the aforementioned elected officials shall, at a minimum, be adjusted annually to reflect the same percentage increase received by other City of Minden employees for that fiscal year.
2. **Effective Date:** This ordinance shall take effect beginning with the fiscal year commencing January 1, 2027, and shall continue thereafter unless amended or repealed by the City Council.
3. **Repeal of Conflicting Ordinances:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that if any provision of this ordinance or the application thereof is held invalid, illegal, or unconstitutional, the remainder of this ordinance and the application of such provision shall not be affected thereby.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

BE IT FURTHER ORDAINED that this ordinance shall be binding and shall come into effect thirty (30) days after the first publication in the official journal of the City of Minden.

BE IT FURTHER ORDAINED that it is the intention of the City Council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Minden, Louisiana and the sections of this ordinance may be numbered to accomplish such intention.

PASSED AND ADOPTED by the Council of the City of Minden on this \_\_\_ day of \_\_\_\_\_, 2024, by the following vote and upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk

**Minden City Council**  
**Regular Session**  
**Monday, December 2, 2024**  
**Minden City Hall – Council Chambers**

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**Agenda Fact Sheet**

**Agenda Item:**

- (10) Adopt Ordinance No. 1149 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 2, Administration: Article III, Officers, Division 5., Part-Time Fire Chief; Part-Time Assistant Fire Chief; Part-Time Minden District Fire Chiefs, Section 2-117. – Appointment

**Discussion:**

See attached.

**Suggested Wording of Motion:**

“I move to adopt Ordinance No. 1149 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 2, Administration: Article III, Officers, Division 5., Part-Time Fire Chief; Part-Time Assistant Fire Chief; Part-Time Minden District Fire Chiefs, Section 2-117. – Appointment, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_



ORDINANCE NO. 1149

AN ORDINANCE TO AMEND AND REENACT THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF LOUISIANA, CHAPTER 2, ADMINISTRATION: ARTICLE III, OFFICERS: DIVISION 5., PART-TIME FIRE CHIEF; PART-TIME ASSISTANT FIRE CHIEF; PART-TIME MINDEN DISTRICT FIRE CHIEFS, SECTION 2-117. – APPOINTMENT

AN ORDINANCE amending and reenacting Chapter 2 of the Minden Code of Ordinances, Administration, Article III – Officers, Division 5. – Part-Time Fire Chief; Part-Time Assistant Fire Chief; Part-Time Minden District Fire Chiefs, Section 2-117. – Appointment, as provided herein.

WHEREAS, Article III – Officers, Division 5. – Part-Time Fire Chief; Part-Time Assistant Fire Chief; Part-Time Minden District Fire Chiefs, Section 2-117. – Appointment, is to be renamed “Article III – Officers, Division 5. – Part-Time Fire Chief; Section 2-117. – Appointment” to remove the positions of Part-Time Assistant Fire Chief and Part-Time Minden District Fire Chiefs; and

WHEREAS, Article III – Officers, Division 5. – Part-Time Fire Chief, Section 2-117. – Appointment is to be revised to remove language referring to the positions of Part-Time Assistant Fire Chief and Part-Time Minden District Fire Chiefs.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Minden, in legal session convened, that Chapter 2 of the Minden Code of Ordinances, Administration, Article III – Officers, Division 5. – Part-Time Fire Chief; Part-Time Assistant Fire Chief; Part-Time Minden District Fire Chiefs, Section 2-117. – Appointment, be amended and reenacted as provided herein to read as follows, to-wit:

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ARTICLE III.

OFFICERS

DIVISION 5.

PART-TIME FIRE CHIEF

Section 2-117. – Appointment

- (a) There shall be a part-time fire chief and a part-time assistant fire chief appointed by the mayor, subject to city council approval, at the first regular meeting of the city council after their election. Both Appointment shall be for a term of four years.
- ~~(b) At the first regular meeting of the city council after their election, the fire chief shall appoint part time position of Minden District Fire Chiefs, subject to city council approval. These appointments shall be for a term of four years.~~
- (b) The person holding the position of fire chief, assistant fire chief and Minden District Fire Chiefs will be subject to removal by the city council for just cause.
- (c) If the position of fire chief or assistant fire chief shall become vacant, the mayor shall appoint, subject to city council approval, a new fire chief or assistant fire chief to serve for the remainder of the unexpired, four-year term.

- ~~(d) If the position of a Minden District Fire Chief shall become vacant, the fire chief shall appoint, subject to city council approval, a new Minden District Fire Chief to serve for the remainder of the unexpired four-year term.~~
- (d) The above part-time appointed position shall be retroactive to January 1, 1935.
- (e) The compensation for the part-time appointed position of fire chief, assistant fire chief and Minden District Fire Chiefs shall be requested by the fire chief in his/her annual budget request, in writing, before the annual December regular session of the city council. The mayor and city council may accept or reject the recommendation of the fire chief at the December regular session of the city council.
- (f) Should this division contain a provision that is declared invalid or unconstitutional by any court, the remaining provisions of this division shall remain in effect.

**BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the application thereof to any person or circumstances is held to be invalid, illegal, or unconstitutional, the remainder of this Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances in conflict with the Ordinance are hereby repealed.

**BE IT FURTHER ORDAINED** that this Ordinance shall be binding and shall become effective thirty (30) days after the first publication in the official journal of the City of Minden.

**BE IT FURTHER ORDAINED** that it is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Minden, Louisiana, and the sections of this ordinance may be numbered to accomplish such intention.

**PASSED AND ADOPTED** by the Council of the City of Minden on this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote and upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively.

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk

# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

- (II) Adopt Ordinance No. 1150 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 34, Criminal Code: Article II, Offenses Affecting Governmental Functions: Section 34-54. – Fire Hydrants; Tampering with, Operating, Obstructing

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to adopt Ordinance No. 1150 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 34, Criminal Code: Article II, Offenses Affecting Governmental Functions: Section 34-54. – Fire Hydrants; Tampering with, Operating, Obstructing, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

ORDINANCE NO. 1150

AN ORDINANCE TO AMEND AND REENACT THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF LOUISIANA, CHAPTER 34, CRIMINAL CODE: ARTICLE II, OFFENSES AFFECTING GOVERNMENTAL FUNCTIONS: SECTION 34-54. – FIRE HYDRANTS; TAMPERING WITH, OPERATING, OBSTRUCTING

AN ORDINANCE amending and reenacting Chapter 34 of the Minden Code of Ordinances, Criminal Code, Article II, Section 34-54 of the Code of Ordinances, as provided herein.

WHEREAS, Article II – Offenses Affecting Governmental Functions, Section 34-54. – Fire Hydrants; Tampering with, Operating, is to be renamed “Article II – Offenses Affecting Governmental Functions, Section 34-54. – Fire Hydrants; Tampering with, Operating, Obstructing” and revised to add subsection (b) outlining the obstruction of fire hydrants and subsection (c) outlining the operation of hydrants.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Minden, in legal session convened, that Chapter 34 of the Minden Code of Ordinances, Criminal Code, Article II, Section 34-54, be amended and reenacted to read as follows, to-wit:

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ARTICLE II.

OFFENSES AFFECTING GOVERNMENTAL FUNCTIONS

Section 34-54. – Fire Hydrants; Tampering with, Operating, Obstructing.

- (a) It is unlawful for anyone, except a member of a fire department duly authorized by the chief of the fire department, employees of the public works department, or anyone authorized by the mayor and board of aldermen, to tamper with or in any way attempt to operate any of the fire hydrants located within the city.
- (b) No person shall place or keep any fence, growth, trash, or other structure or material within (3) feet of any fire hydrant that would prevent such hydrant from being immediately discernible or in any other manner hinder the fire department from gaining immediate access to the fire hydrant. No person shall install any sign or other structure which would hinder or obstruct in any way the full and complete operation of the fire hydrant. All fire hydrants shall be viewable from roadway upon approach. (NFPA 1 Chapter 18 (18.5.7); R.S. 14:206 (A)2; R.S. 32:143 (A) 4).
- (c) No person shall use or operate any hydrant or other valve installed on any water system intended for use of the fire department for fire suppression purposes and which is accessible to any public highway, alley, or private way open to, or generally used by, the public unless such person first secures a permit for such use.

BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstances is held to be invalid, illegal, or unconstitutional, the remainder of this Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict with the Ordinance are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be binding and shall become effective thirty (30) days after the first publication in the official journal of the City of Minden.

**BE IT FURTHER ORDAINED** that it is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Minden, Louisiana, and the sections of this ordinance may be numbered to accomplish such intention.

**PASSED AND ADOPTED** by the Council of the City of Minden on this \_\_\_ day of \_\_\_\_\_, 2024, by the following vote and upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively.

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk

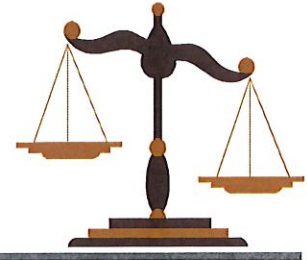
# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

- (12) Adopt Ordinance No. 1151 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 42, Fire Prevention and Protection: Article II, Fire Department: Section 42-34. – Private Water Sources, Section 42-35. – Access Box System, Section 42-36. – Security Gates and Limited Access Gates; Article III, Fire Prevention Code: Section 42-61. – Code Adopted, Section 42-69. – Outdoor Burning, Section 42-70. – Fire Alarm Systems, Section 42-71. – Fireworks

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to adopt Ordinance No. 1151 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 42, Fire Prevention and Protection: Article II, Fire Department: Section 42-34. – Private Water Sources, Section 42-35. – Access Box System, Section 42-36. – Security Gates and Limited Access Gates; Article III, Fire Prevention Code: Section 42-61. – Code Adopted, Section 42-69. – Outdoor Burning, Section 42-70. – Fire Alarm Systems, Section 42-71. – Fireworks, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

ORDINANCE NO. 1151

AN ORDINANCE TO AMEND AND REENACT THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF LOUISIANA, CHAPTER 42, FIRE PREVENTION AND PROTECTION: ARTICLE II, FIRE DEPARTMENT: SECTION 42-34. – PRIVATE WATER SOURCES, SECTION 42-35. – ACCESS BOX SYSTEM, SECTION 42-36. – SECURITY GATES AND LIMITED ACCESS GATES; ARTICLE III, FIRE PREVENTION CODE: SECTION 42-61. – CODE ADOPTED, SECTION 42-69. – OUTDOOR BURNING, SECTION 42-70. – FIRE ALARM SYSTEMS, SECTION 42-71. – FIREWORKS

AN ORDINANCE amending and reenacting Chapter 42 of the Minden Code of Ordinances, Fire Prevention and Protection, Articles II and III, Sections 42-34, 42-35, 42-36, 42-61, 42-69, 42-70, and 42-71, for clarification as provided herein.

WHEREAS, Article II – Fire Department, Section 42-34. – Private Water Sources, authorizes and outlines the Minden Fire Department’s use of water from private sources; and

WHEREAS, Article II – Fire Department, Section 42-35. – Access Box System, outlines the applicability of access box systems to commercial buildings; and

WHEREAS, Article II – Fire Department, Section 42-36. – Security Gates and Limited Access Gates, requires that the Minden Fire Department be granted emergency access to gated residences and commercial areas; and

WHEREAS, Article III – Fire Prevention Code, Section 42-61. – NFPA Code Adopted, currently refers to fireworks when clarification requires that the regulation of fireworks be set forth in a separate Code Section, Section 42-71; and

WHEREAS, Article III – Fire Prevention Codes, Section 42-69. – Outdoor Burning, prohibits outdoor burning of certain materials; and

WHEREAS, Article III – Fire Prevention Code, Section 42-70. – Fire Alarm Systems, outlines penalties for false fire alarms; and

WHEREAS, Article III – Fire Prevention Code, now contains Section 42-71. – Fireworks, which outlines the sale and use of fireworks.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Minden, in legal session convened, that Chapter 42 of the Minden Code of Ordinances, Fire Prevention and Protection, Articles II and III, Sections 42-34, 42-35, 42-36, 42-61, 42-69, 42-70, and 42-71, be amended and reenacted as provided here to read as follows, to-wit:

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ARTICLE II.

FIRE DEPARTMENT

Section 42-34. – Private Water Sources.

- (a) *Use of water from private source – Authorized.* The chief of the fire department or his authorized representative is hereby authorized to use water from private swimming pools, ponds, lakes, stream or any other private body of water when it is deemed necessary to use such water to attempt to save life and property threatened by fire.
- (b) *Same – No liability for damages.* The city, its officers, agents, and employees engaging in or attempting to engage in the conduct authorized shall be held harmless and not be liable in damages to any person or thing for any damage done while engaging in or attempting to engage in the conduct authorized.

**Section 42-35. – Access Box System.**

(a) *Definitions.* For the purposes of this chapter, the following terms shall have the indicated meanings:

1. *Access Box* means a key lock box manufactured by the Knox Company of Irvine, California, or any successor company which manufactures a compatible system. The Knox Box systems conforms to NFPA 1, Chapter 18 – Fire Department Access and UL 1037.
2. *Commercial building* means any building in the city used or designed for commercial, industrial, or multi-family purposes that is protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency. The following buildings are exempted:
  - a) Any such building protected and/or patrolled at all times by security guards.
  - b) Multi-family residential complexes which do not have locked doors or gates which protect a common corridor or other means of providing access to the living units.
  - c) Nursing homes.
  - d) Buildings owned or occupied by any local, state, or federal unit of government.
  - e) Buildings that are open for business 24 hours per day.
3. *Owner* means the owner of record, tenant, lessee, or other person having a possessory or proprietary interest in a commercial building.
4. *Existing commercial building* means a commercial building which was constructed prior to adopting this section.
5. *New commercial building* means a newly constructed commercial building completed on or after adoption of this section.

(b) *Applicability to new buildings.* The owner of each new commercial building shall install an access box near the main entrance of the building or located at such specific location as the fire department deems appropriate before occupying the building. No occupancy permit shall be issued for a new commercial building until an access box has been installed as required by this chapter.

(c) *Applicability to existing commercial buildings.* The owner of each existing commercial building shall install an access box near the main entrance of the building or located at such specific location as the fire department deems appropriate within 180 days of adoption of this section.

(d) *Applicability to other Commercial Buildings.* For any commercial building without an automatic alarm system or suppression system or any exempted building, the owner is encouraged to comply with this ordinance to facilitate rapid entry of the fire department to quickly mitigate emergency situations and minimize property damage.

(e) *Contents.* Each access box on each commercial building shall contain a properly labeled key or keys which will allow access by fire department to the building and any locked areas in the event of an emergency at that location. The cost of purchasing, installing, and maintaining, along with any cost associated with implementation of the program at a specific property, will be borne by the property owner. The access box shall be installed near the front entrance of the building at the 5-foot level.



- (f) *Violation/Penalties.* Non-compliance with this ordinance will find the responsible party in violation and guilty of a misdemeanor, punishable in accordance with section 1-13.

**Section 42-36. – Security Gates and Limited Access Gates.**

- (a) Access controlled gates for apartment complexes, gated communities, pedestrian gates and industrial receiving areas shall be equipped with an approved key switch for emergency override.
- (b) When gates are not controlled electronically, an approved Knox padlock consistent with the Knox Box system shall be used in lieu of an electronic key switch.
- (c) All existing gated communities and gated premises shall be in compliance with this section within 180 days of adoption of this section.

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**ARTICLE III.**

**FIRE PREVENTION CODE**

**Section 42-61. – NFPA Code Adopted.**

The city council has adopted, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire and explosion, that certain code known as the National Fire Protection Association (NFPA), being particularly the NFPA codes current editions thereof, and the whole thereof, or subsequent editions, changes or amendments to subject code as published by the National Fire Protection Association; ~~save and except as to the section pertaining to "fireworks". The sale, discharge, use and possession and the manufacture and storage of fireworks shall be prohibited within the city with the exception of allowing the placing, storing, locating or displaying of fireworks in conformity with the provisions of state law concerning fireworks, for the periods of 15 days prior to the Fourth of July and 15 days prior to New Year's Day.~~ The city council shall itself be the appeals board instead of having a special board as recommended in the section of the code, of which not less than three copies have been filed in the office of the city clerk; and the same is hereby adopted and incorporated as fully as if set out in length herein, and the provisions thereof shall be controlling within the limits of the city.

**Section 42-69. – Outdoor Burning.**

No person shall cause or allow the outdoor burning of waste material or other combustible material on any property owned by him or under his control except as provide in the state administrative regulations.

**Section 42-70. – Fire Alarm Systems.**

- (a) *Territorial applicability.* The provisions of this section apply only in the city.
- (b) *False alarms; tampering with alarms.* It shall be unlawful for any person to give a false fire alarm, or to tamper or interfere with the municipal fire alarm system of the city or the fire alarm boxes, key guard, glass, wires, or any part or portion of the fire alarm system, except for the purpose of giving an alarm of fire.
- (c) *False alarms.*
1. Purpose. The purpose of this section is to reduce the number of false fire alarms received from automatic fire alarm transmitting equipment,

to allow for the more efficient mobilization and allocation of the resources of the fire department to provide effective response to actual fire situations instead of false fire alarms, and to prescribe penalties for the repeated transmission of false fire alarms by automatic fire detection and alarm transmission equipment.

2. Definition of false fire alarm. For the purpose of this section, any signal transmitted by automatic fire detection and alarm transmission equipment which falsely indicates a fire shall be considered a false fire alarm, whether caused by equipment malfunction, by human error, or by any other means. The determination as to whether a fire has occurred or is in progress at the location of the alarm system shall be made by the fire officer in charge at that location.
3. False alarm exemptions. The owner shall not be held accountable for a false alarm caused by the following; however, the alarm user shall have the burden of proof:
  - a) Natural or manmade disaster
  - b) Vandalism
  - c) Telephone line outage
  - d) A lightning strike, electrical surge or an act of nature that caused physical damage to the alarm system. To assert this defense, the owner must provide receipts or invoices for corrective work performed or written statements testifying to the stated cause of damage on letterhead of the licensed alarm business or agent who repaired the damage.
4. Penalties: The owner of any automatic fire detection or alarm transmission equipment which transmits more than three false fire alarms from any one location in any consecutive 12-month period shall be guilty of a misdemeanor punishable as follows:
  - a) In any consecutive 12-month period, three false alarm signals shall be permitted without penalty. Upon receipt of the third false alarm within a consecutive 12-month period, a letter shall be forwarded by the fire department to the owner of the premises which letter shall cite this section and give notice that there have been three false fire alarms within a consecutive 12-month period.
  - b) For the fourth false alarm signal in any consecutive 12-month period, the penalty shall be a fine of \$100.00.
  - c) For the fifth false alarm signal in any consecutive 12-month period, the penalty shall be a fine of \$200.00.
  - d) For the sixth or any subsequent false alarm signals in any consecutive 12-month period, the penalty shall be a fine of \$300.00.
5. Nothing in this section shall require any personnel of the fire department to remain on the location of a fire alarm after the fire officer in charge at that location has determined that no fire has occurred or is in progress at that location.

(d) *Appeals*

1. The Fire Chief shall have the authority to review the false alarm at the request of the owner and determine whether a false alarm has occurred. The Fire Chief may consider extenuating circumstances, such as documented repeated repair attempts, factory defective systems or other uncontrollable events. If the Fire Chief finds that no violation of this article has occurred or that a violation has occurred but one or more defenses set forth in this section is applicable, the Fire Chief may dismiss the fine and release the owner from the liability thereunder or may reduce the fine associated therewith.

2. After the Fire Chief has made his findings and declares such findings to the owner, the owner shall have the right to appeal to the city council within 20 days therefrom. If an appeal is not made to the city council from the owner within 20 days, the decision shall be final. Such appeal shall be perfected by a letter addressed to the city council and delivered to the Mayor's Office stating that an appeal from the decision of the Fire Chief is desired. The council, as soon as practicable after receiving such notice of appeal, shall grant or deny a request for a hearing on the appeal and, after the hearing of the appeal, shall sustain, modify or reverse the findings of the Fire Chief, and shall notify the Fire Chief of its findings. The findings of the city council shall be final, subject to any applicable legal processes.
3. The city council shall conduct a hearing in those matters requested for appeal that have been ruled on negatively by the Fire Chief. The city council shall consider evidence offered by any interested person(s), including, but not limited to, evidence that a false alarm dispatch was caused by a bona fide fire emergency or criminal offense. The city council shall make its decision on the basis of a preponderance of evidence presented at the hearing and the investigative findings of the Fire Chief. The city council must render a decision within 45 days of receiving the findings of the Fire Chief. The city council's decision is final as to administrative remedies with the city.
4. An assessment in the amount of \$25.00 shall be charged for each case where the city council denies the appeal.
5. Defenses, which may be considered to mitigate or dismiss a violation, shall include:
  - a) The false alarm signal for which the fine had been assessed did not originate at the alarm site of the owner who has been assessed the fine.
  - b) The false alarm signal for which the fine was assessed was, in fact, not false, but was the result of a fire emergency.
  - c) Such other mitigating circumstances, as may be determined by the Fire Chief or the City Council.

(e) Administrative Procedures

1. The city finance department/clerk shall collect all fines.

**Section 42-71. – Fireworks.**

- (a) *Definition.* The term "fireworks" whenever used in this section shall be held to mean a division 1.4 firework, to include but not limited to, sparkler, squib, rocket, firecracker, roman candle, signal lights, fireworks, or other devices or composition used to obtain visible or audible pyrotechnic displays.
- (b) *Retail Sales.* A license fee for the sale of fireworks in the City of Minden shall be required as stated in Chapter 66, Article III, Sec. 66-61 – 66-78.
  1. Any temporary use structures, buildings used for seasonal sales of products, shall be placed a minimum of 25 feet from the front property line and 5 feet from any side property line, or in the case of a corner lot 20 feet. The temporary structure shall not be placed more than 15 days prior to operation and shall be removed no later than 15 days after operation ceases.
  2. There shall be no open flame heating devices in any location from which the sale of fireworks is made at retail.

3. There shall be no sleeping within the facility in which fireworks are sold, offered for sale, or stored.
4. Any facility for the sale at retail or storage of fireworks shall have available one serviceable fire extinguisher in accordance with the regulation of the National Fire Protection Association and Louisiana Administrative Code 17-4:21.
5. At all places where fireworks are stored or sold there shall be signs posted with the words "Fireworks.....NO Smoking" in letters not less than four inches high.
6. At all places where fireworks are sold there shall be signs posted notating the dates listed in (d)3 and times listed in (e) that fireworks may be discharged.
7. No person shall offer to sell or sell fireworks to a child known to be under the age of fifteen years or to any person known to be intoxicated or any person known to be irresponsible.

(c) *Possession or sale prohibited.* It shall be unlawful for any person to have, keep, store, use, manufacture offer to sell, handle, or transport any pyrotechnics within the city except as herein provided, it being the intention of this section to prohibit the sale of, distribution of, or discharge of pyrotechnics of any kind or description whatsoever within the city. In addition to those fireworks, the possession, sale, and use of which is prohibited in this section and R.S. Title 51, it shall be unlawful for any person to, at any time, possess, sell or use any type of bottle rockets or sky rockets with sticks.

(d) *Exceptions.* Nothing contained in this section shall be held to apply:

1. To the possession or use of signaling devices for daily consumption by railroads, trucks, or vessels requiring them.
2. To pyrotechnic display of fireworks in public parks or other open places where a permit for such display has been issued by the Fire Chief of the City. Such displays shall be governed by the most current editions of the Louisiana State Fire Marshal's Act, National Fire Protection Association (NFPA) 1123 Code for Fireworks Display, Life Safety Code 101, NFPA 1 Fire Prevention Code, and any other applicable codes.
3. To the discharging of permissible fireworks between June 12<sup>th</sup> and July 5<sup>th</sup>, inclusive, and December 15<sup>th</sup> and January 1<sup>st</sup>, inclusive.

(e) *Other restrictions of retail sales or use.* Fireworks shall not be discharged prior to 8:00 a.m. nor later than 10:00 p.m. (Exception – New Year's Eve 8:00 a.m. to 1:00 a.m. on January 1<sup>st</sup>.)

(f) *Permit Applications.* Applications for permits to discharge fireworks outside dates in Sec. 42-71 (c) 3 and Sec. 42-71 (d) shall be made in writing to the Fire Chief of the City and delivered to the City of Minden Building Official's Office at least 15 days before 5:00 p.m. in advance of the date of event. The issuance of a permit by the Fire Chief shall not relieve the applicant from the responsibility of obtaining additional approval or permits from other agencies, including but not limited to, the Louisiana Office of State Fire Marshal or Federal Aviation Administration. The Fire Chief has the authority to waive fees for said application.

1. Application for permit shall be accompanied by a check that is nonrefundable in the amount of \$250.00.

2. If after 5:00 p.m. of the 15<sup>th</sup> day in advance of the display date, there will be a \$500.00 penalty fee assessed in addition to the permit fee.
3. There shall be no permits issued if less than 5 days prior to the event.

**BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the application thereof to any person or circumstances is held to be invalid, illegal, or unconstitutional, the remainder of this Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances in conflict with the Ordinance are hereby repealed.

**BE IT FURTHER ORDAINED** that this Ordinance shall be binding and shall become effective thirty (30) days after the first publication in the official journal of the City of Minden.

**BE IT FURTHER ORDAINED** that it is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Minden, Louisiana, and the sections of this ordinance may be numbered to accomplish such intention.

**PASSED AND ADOPTED** by the Council of the City of Minden on this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote and upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively.

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk

# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

- (13) Adopt Ordinance No. 1152 – An Ordinance to Authorize an Act of Sale by the City of Minden to Sell Certain Adjudicated Properties (Parcels 110359 & 113906) by Public Auction; and, Further Providing with Respect Thereto

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to adopt Ordinance No. 1152 – An Ordinance to Authorize an Act of Sale by the City of Minden to Sell Certain Adjudicated Properties (Parcels 110359 & 113906) by Public Auction; and, Further Providing with Respect Thereto, as presented.”

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_

NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_

ABSTENTION(S): \_\_\_\_\_

ORDINANCE NO. 1152

AN ORDINANCE TO AUTHORIZE AN ACT OF SALE BY THE CITY OF MINDEN TO SELL CERTAIN ADJUDICATED PROPERTIES (PARCELS 110359 & 113906) BY PUBLIC AUCTION; AND, FURTHER PROVIDING WITH RESPECT THERETO

WHEREAS, the immovable properties described below were adjudicated to the City of Minden, for nonpayment of taxes; and purchased at a public auction by high bidder:

1. **PARCEL #110359:** LOT NO. THIRTY (#30), L.T. BROWN SUBDIVISION, LOCATED IN THE WEST HALF OF SOUTHEAST QUARTER (W ½ OF SE ¼), SECTION 28, TOWNSHIP 19 NORTH, RANGE 9 WEST, MINDEN, WEBSTER PARISH, LOUISIANA, AS PER MAP AND PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK OF COURT OF WEBSTER PARISH, LOUISIANA IN MAP BOOK 3, PAGE 71, TOGETHER WITH ALL IMPROVEMENTS LOCATED THEREON AND ALL RIGHTS THERETO BELONGING; MUNICIPAL ADDRESS: 709 HORTON STREET, MINDEN, LA; ADJUDICATED TO THE CITY ON 06/01/2007

**Purchaser:** Catrenia Scott **Bid:** \$26,000.00 **Auction Date:** November 26, 2024

2. **PARCEL #113906:** LOTS NINE (9) AND TEN (10), BLOCK I, WEST GATE ADDITION TO THE CITY OF MINDEN, WEBSTER PARISH, LOUISIANA, IN EAST HALF OF SOUTHWEST QUARTER, SECTION 28, TOWNSHIP 19 NORTH, RANGE 9 WEST, WEBSTER PARISH, LOUISIANA, AS PER MAP AND PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK OF COURT, WEBSTER PARISH, LOUISIANA, TOGETHER WITH ALL IMPROVEMENTS THEREON AND ALL RIGHTS THEREUNTO BELONGING; MUNICIPAL ADDRESS: 1008 WESTMINISTER STREET, MINDEN, LA, ADJUDICATED TO THE CITY ON 5/17/2023

**Purchaser:** Tametha Weatherspoon **Bid:** \$2,933.33 **Auction Date:** November 26, 2024

WHEREAS, LA R.S. 47: 2202 *et seq.* provides that the City may sell adjudicated property in accordance with law after the expiration of the period for redemption; and

WHEREAS, the City of Minden has declared the property described below surplus and not needed for a public purpose and to dispose of said property in accordance with LA R.S. 47:2202, *et seq.*; and

WHEREAS, in accordance with L.A. R.S. 47:2202, the City of Minden has set a minimum bid for public sale for each property; and

WHEREAS, the City has offered these properties to the highest bidder at the time of sale; and

WHEREAS, the property described herein above was offered at public auction on listed dates.

NOW BE IT ORDAINED by the Minden City Council, that any Act of Sale of the below described property shall contain the following conditions and requirements:

- 1) The properties shall be sold in accordance with LS-R.S. 47:2201 *et seq.*, without any warranty, from either the City or Management Company, whatsoever, even as to the return of the purchase price.
- 2) The sale shall be on a form approved by the City Attorney and that the sales price is paid by certified funds at or near the time of the sale.
- 3) The sale shall include a reservation of all mineral rights to the City but shall convey all surface rights.

4) The following shall be completed prior to closing of sale:

- a. E&P Consulting Services, LLC shall certify in writing to the City Attorney that they have examined the mortgage records, conveyance records, probate and civil suit records of the Parish of Webster and that attached to this certification will be a written list of names and last known addresses of all owners, mortgagees, and any other person who may have a vested or contingent interest in the property, or who has filed a request for notice as provided in the former provisions LS-R.S. 33:4720.17(B), as indicated in those records.
- b. E&P Consulting Services, LLC has provided notice to those persons identified in accordance with LS-R.S. 47:2201 *et. seq.* Proof of said notice will be filed in the records of Webster Parish immediately after the Act of Sale.
- c. At the time of closing, E&P Consulting Services, LLC will certify in writing to the City Attorney and the Clerk of Court that the number of days mandated by LS-R.S. 47:2201 *et. seq.* has elapsed since the above required notice was made or attempted and that the property has not been redeemed by the payment of the taxes owed.

**BE IT FURTHER ORDAINED**, by the Minden City Council, that the Mayor is hereby authorized to execute a Cash Sale of the above described adjudicated properties to the highest acceptable bidder as named. The Cash Sale shall contain all of the above conditions and requirements and shall be executed within the timelines specified. The above ordinance, having been submitted to a vote upon motion and second of \_\_\_\_\_ and \_\_\_\_\_, respectively, was voted on as follows:

AYE(S):

NAY(S):

ABSTENTION(S):

ABSENCE(S):

\_\_\_\_\_  
Nicholas A. Cox, Mayor

ATTEST:

\_\_\_\_\_  
Melaney Langford, City Clerk



# Minden City Council

## Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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### Agenda Fact Sheet

#### Agenda Item:

- (14) Authority for Mayor Cox to Enter into an Agreement for Professional Services Between the City of Minden and Atlas Community Studios, LLC

#### Discussion:

See attached.

#### Suggested Wording of Motion:

“I move to authorize Mayor Cox to enter into an Agreement for Professional Services between the City of Minden and Atlas Community Studios, LLC, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_



## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on the 1st of December, 2024, by and between CHM, LLC d/b/a Atlas Community Studios, a Nevada limited liability company (herein referred to as "Consultant"); and the City of Minden, Louisiana (hereinafter referred to as "Owner"). WHEREAS, the Owner desires for Consultant to provide certain services in accordance with the Scope of Work set forth herein, consistent with the proposal (the "Services Proposal"), per the fees or hourly rates as depicted in the Payment and Invoicing section below, and the terms and conditions outlined in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, which are hereby incorporated into the below Agreement, and in consideration of the mutual promises made herein, the receipt and sufficiency of which are hereby acknowledged, the Owner and Consultant further agree as follows:

### I. PROJECT NAME.

The "Project" shall be described as:

#### LA - Minden Grant Writing & Advocacy Services

### II. PROJECT TERM.

The term of this Agreement shall be from December 1, 2024 to November 30, 2025. The Agreement may be terminated earlier by final completion of the services by the Consultant and acceptance of the services by the Owner or through the termination provisions provided herein.

### III. PROJECT SCOPE OF WORK.

The following is a summary of the professional services to be provided by the Consultant (collectively, the "Scope of Work"). Consultant will provide these professional services consistent with the detailed description of the Project's goals and objectives outlined in the Services Proposal attached hereto as **Exhibit 1**. The Scope of Work is expressly limited to professional services relating to and for the benefit of the "Project Area," which is defined and described in detail in **Exhibit 2** to this Agreement.

Owner understands and agrees that completion of the Scope of Work is contingent upon Owner's prompt payment and compliance with the terms and conditions set forth herein. Owner further understands and agrees that this Scope of Work is based upon Consultant's subjective understanding of the requirements of the Project, and that a material term of this

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Agreement is Consultant's sole and complete discretion as to the scope and nature of the professional services provided. Owner understands and agrees that the scope and nature of the professional services provided may change over time at the Consultant's sole and complete discretion, and that any such changes that do not result in material changes to the Scope of Work below are expressly agreed upon in advance by the Parties and do not require Owner's subsequent approval and/or execution of a Change Order prior to implementation of said changes. To the extent that any actual or perceived conflict arises or exists between the Scope of Work provided below and the goals and objectives identified in the Services Proposal, the Scope of Work identified herein controls. Owner understands and agrees that Consultant has not and cannot guarantee results beyond completion of the Scope of Work provided herein.

#### **A. GRANT WRITING & ADVOCACY SERVICES**

1. Assist with developing and submitting an application for Community Project Funding/Congressionally Directed Spending project to members of the Louisiana congressional delegation
2. Provide advocacy/lobbying services during the federal appropriations cycle, including:
  - Regular communication with the congressional delegation and relevant committee(s), as needed
  - Development of supplemental materials (i.e., annual funding agenda and project one-pager)
  - Support during one (1) Washington, DC fly-in, including meetings with congressional offices and federal agencies

#### **IV. EXCLUDED SERVICES.**

Given the complexity and discretionary nature of the professional services provided by Consultant, it is understandable and anticipated that Owner may have certain expectations as to the scope and nature of the professional services provided that are inconsistent with the intent of this Agreement and/or that fall outside the Scope of Work as it is understood by the Consultant. Owner understands and agrees that Consultant has the sole and complete discretion to determine which professional services are necessary for the completion of the Scope of Work and are thus required under this Agreement. Notwithstanding the foregoing, Consultant desires to limit any confusion that may arise as to professional services that fall within the Scope of Work, and those that do not. **Accordingly, the following is a non-exhaustive list of professional services that are expressly excluded from the Scope of Work.** This non-exhaustive list is provided as a courtesy to inform the Owner about certain express limitations on the professional services provided by the Consultant under this Agreement.

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Nothing herein shall act as a waiver of the Consultant's complete discretion as to the scope and nature of professional services provided. In the event that the excluded professional services identified herein conflict with the Services Proposal, this Agreement controls and those professional services shall be deemed as excluded from the Scope of Work.

**A. WORKSHOPS**

1. Facilitate topic-specific workshops for the community and/or local organizations

**B. ACTION PLAN**

1. Develop a full scale, in-depth action plan for implementation which identifies strategic partners, potential funding opportunities, a realistic timeline, and action steps.

**C. PLAYBOOK**

1. Develop a project- or topic-specific strategy for economic community development based on visioning and stakeholder engagement.

**D. FEASIBILITY STUDY**

1. Develop a feasibility study to analyze the market, create a management plan for operations, conduct a financial analysis, develop an implementation timeline, and identify funding opportunities.

**E. BROWNFIELDS REVITALIZATION PLAN**

1. Develop EPA-funded revitalization plan that establishes a strategy for site reuse based on market analyses and broad community engagement. Identify grants, loans, and incentives to leverage for site redevelopment.

**F. MASTER PLAN**

1. Develop a citywide or neighborhood-specific strategy(ies) for local development and growth based on extensive visioning, focus groups, and stakeholder engagement.

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**G. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)**

1. Partner with an Economic Development District to develop a new CEDs for their respective region, including an interactive online interface.

**V. MODIFICATION OF THE SCOPE OF WORK.**

The Scope of Work described herein may only be expanded, reduced, or otherwise modified by execution of a written "Change Order" prepared by Consultant. All Change Orders must be executed by both Owner and Consultant, at which point said Change Order shall constitute an amendment to this Agreement. In the event that a Change Order conflicts with the terms of this Agreement and/or any previous Change Order, the terms of the most recent fully executed Change Order control. Any actual or perceived conflicts or ambiguities in this Agreement, as amended, that arise from the execution of a Change Order shall be resolved in favor of effectuating the terms of the most recent Change Order. The Consultant will be entitled to additional compensation to coordinate such changes, and a fee of \$250.00 shall be assessed per Change Order, separate and apart from any other negotiated changes in compensation terms, to account for said coordination and preparation of the Change Order. In the event that a Change Order calls for services billed at an hourly rate, Consultant will bill for the services of its professional staff by the hour at their regular published rates, in accordance with the Rate Sheet attached hereto as **Exhibit 3**. Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end. Owner expressly understands and agrees that said rates may be subject to increase on an annual basis, and that failure to object in writing to a notice of rate increase within 14 days of receipt of said written notice shall constitute an acceptance of the same.

**VI. OWNER RESPONSIBILITIES.**

Owner shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Designate in writing a person to act as Owner's "Designated Representative" with respect to the services to be rendered under this Agreement. Owner's Designated Representative shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and procedures, and make decisions binding upon the Owner with respect to Consultant's services for the Project;
2. Provide all criteria and full information as to Owner's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations;

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3. Assist Consultant by placing at Consultant's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Project;
  4. Arrange for access and make all provisions necessary for the Consultant to enter upon public and private property as required for the Consultant to perform services under this Agreement;
  5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Consultant, obtain advice of an attorney, insurance professionals, CPAs, and any other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time (subject to any notice periods established in this Agreement) so as not to delay the services of the Consultant;
  6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary completion of the Project;
  7. Use Owner's best efforts and to direct third parties to utilize their best efforts to give priority to and otherwise satisfy any and all requests, requirements, or directions of Consultant relating to or in furtherance of the services provided to Owner;
  8. Give prompt written notice to the Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services, or any defect or non-conformance in the work of any Contractor, subject to the Services Verification clause set forth below; and
  9. Arrange for financing and pay for services as agreed to in this Agreement.

## **VII. PAYMENT AND INVOICING.**

### **A. FLAT FEE:**

Owner shall pay Consultant \$30,000.00 for the performance of the Scope of Work detailed in this Agreement. Owner agrees to pay Consultant in accordance with the Billing Schedule set forth below. Payment will not be made on a salary or hourly rate. All payments under this contract shall be to the trade or business name of the Consultant. No payments will be personally made to an individual under this contract.

BILLING SCHEDULE			
% OF COMPLETION		FEE	DUE
8.3%	of total contract cost	\$2,500.00	December 31, 2024
8.3%	of total contract cost	\$2,500.00	January 31, 2025
8.3%	of total contract cost	\$2,500.00	February 28, 2025
8.3%	of total contract cost	\$2,500.00	March 31, 2025
8.3%	of total contract cost	\$2,500.00	April 30, 2025
8.3%	of total contract cost	\$2,500.00	May 31, 2025
8.3%	of total contract cost	\$2,500.00	June 30, 2025
8.3%	of total contract cost	\$2,500.00	July 31, 2025
8.3%	of total contract cost	\$2,500.00	August 31, 2025
8.3%	of total contract cost	\$2,500.00	September 30, 2025
8.3%	of total contract cost	\$2,500.00	October 31, 2025
8.3%	of total contract cost	\$2,500.00	November 30, 2025

In addition to professional fees and the costs specifically included as part of the flat fee agreed upon herein, it may be necessary for Consultant to incur additional costs and expenses on Owner's behalf, for which we will expect to be reimbursed, if under \$500.00, along with payment of Consultant's invoices. Costs and expenses in excess of \$500.00 will be submitted to Owner directly for immediate payment. Owner understands and agrees that time is of the essence as it relates to payment of these invoices, and holds Consultant harmless for any and all delays, problems, non-performance of part or all of the Scope of Work, and/or additional expenses incurred as a result of delayed payment or non-payment of the same.

**B. INVOICING:**

The Consultant will submit invoices on a monthly basis. Invoices will be sent to Owner's Designated Representative in accordance with the Notice clause below. Upon request, Consultant shall provide documentation of its expenses. Payment of such invoices will be due within thirty (30) days of the receipt thereof. Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded monthly.

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**C. SERVICES VERIFICATION:**

From time to time, at the Consultant's complete discretion, Consultant will send Owner a Notice of Completion. Each Notice of Completion will serve as notice to Owner that the services identified therein been completed in accordance with the terms of this Agreement. Upon receipt of any Notice of Completion, Owner's Designated Representative shall review said Notice of Completion, the operative Scope of Work, as amended by any Change Orders, and examine the services provided by Consultant for any defect, non-conformance, or other objection or rejection of the services performed. In the event that Owner determines that any services provided by Consultant identified in the Notice of Completion are not satisfactory, in part or in full, Owner may serve written notice of all such complaints or objections to Consultant within fourteen (14) days of the date of the subject Notice of Completion identifying said services (the "Services Objection"). All Services Objections must be served in accordance with the Notice clause set forth below. Owner understands and agrees that Owner's failure to serve a Services Objection on Consultant within the fourteen (14) day period described herein shall constitute Owner's complete, unconditional, and unwaivable approval of the services identified in the subject Notice of Completion.

Upon receipt of any Services Objection, Consultant will review the Services Objection and either (a) provide Owner with a written proposal to remedy Owner's Objections, either at Consultant's cost or through a Change Order, or (b) provide written notice of its rejection of the Services Objection. Until the Parties reach an agreement on resolution of the Services Objection or the Agreement is otherwise terminated, Consultant may, at any time, suspend all services to Owner as set forth in the Termination clause below.

**VIII. ADDITIONAL TERMS AND CONDITIONS**

**A. ATTORNEY'S FEES:**

In the event any dispute relating to or arising from this Agreement is submitted to mediation, arbitration, or litigation, or in the event an attorney is retained by any Party to this Agreement to enforce its terms, or to collect any damages due for breach hereof, the Party or Parties, prevailing in such mediation, arbitration and/or litigation shall be entitled, in addition to such other relief as maybe granted, to a reasonable sum as and for his attorney fees in such mediation, arbitration and/or litigation, which shall be determined by the court in such mediation, arbitration and/or litigation or in a separate action brought for that purpose, and shall each be considered a party for the purposes of this provision.



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**B. CONFIDENTIALITY:**

The Parties and each of their respective employees, officers, managers, partners, members, agents, attorneys, representatives, affiliates, related companies, and successors, hereby agree to keep this Agreement and its terms confidential. No Party shall disclose this Agreement or its terms to any other person or third party, except: (i) with the specific written consent of the other Party; (ii) as required by a court or other governmental body, or as otherwise required by law, or to enforce the terms of this Agreement; provided, however, that if a Party receives a subpoena or other process or order requiring production of this Agreement or the terms thereof, such Party shall promptly notify the other Party (by written notice delivered to that Party) so that each Party has a reasonable opportunity to object to such subpoena, process or order. It is understood that the Party objecting to disclosure shall have the burden of defending against such subpoena, process or order and the Party receiving the subpoena, process or order shall be entitled to comply with it unless the objecting Party is successful in obtaining an order modifying or quashing it; (iii) to legal counsel of or for the Parties; (iv) to their respective officers, employees, members, or managers of the Parties, on a need-to-know basis only, and provided that such persons agree to keep the terms of the Agreement confidential; and (v) to accountants, banks, insurers, reinsurers, investors, potential investors, financing sources, and other advisors or consultants of the Parties, on a need-to-know basis only, and provided that such recipients agree to keep the terms of the Agreement confidential. Further, the Parties agree not to discuss the any dispute relating to or arising from this Agreement publicly.

**C. DISPUTE RESOLUTION:**

Claims, disputes or other matters, involving a value less than \$200,000.00, in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation unless each of the parties mutually agrees otherwise. Mediation is an express condition precedent to arbitration, litigation, or any administrative action meant to resolve claims, disputes, or other matters relating to this Agreement. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Owner, Consultant, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

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In the event that mediation is unsuccessful, Owner and Consultant expressly agree to resolve any claims, disputes, or other matters relating to or arising from this Agreement in binding arbitration. The Parties shall attempt to agree to a particular arbitrator and associated rules of arbitration, however, in the event that an agreement cannot be reached, the Parties shall submit this matter to binding arbitration with the American Arbitration Association ("AAA"), and will comply with AAA's rules and procedural requirements. In the event any party is required to file suit in order to obtain injunctive relief or other relief requiring a court order, the Parties agree to stay the matter for all other purposes and submit the matter to arbitration.

**D. ENFORCEMENT:**

The failure of either Party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Agreement shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

**E. EXCLUSIVITY:**

Owner understands and agrees that Consultant is engaged in providing these types of services for persons or entities other than the Owner, and the Consultant is not required to provide services exclusively to the Owner during the term of this Agreement.

**F. HAZARDOUS MATERIALS – INDEMNIFICATION:**

The Consultant is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the Owner is aware of the potential liability if toxic, hazardous or environmentally damaging substances are found on or under a property. Consultant makes no representations regarding an environmental site assessment, relies upon Owner to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.

**G. INFORMATION PROVIDED BY OTHERS:**

The Consultant shall be entitled to rely upon the accuracy and completeness of data provided by the Owner and shall not assume liability for such data. The Consultant does not practice law, insurance or financing, therefore, the Owner shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project.

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Project Manager: Alex Holland

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Owner shall hold Consultant harmless from damages that may arise as a result of inaccuracies or omission of information or data supplied by Owner or others to Consultant.

**H. INTEGRATION, MODIFICATION, AND COUNTERPARTS:**

This Agreement represents the entire and integrated agreement between the Owner and Consultant. All prior representations, discussions, agreements, and negotiations, whether written or oral, have been and are merged and integrated into, and are superseded by, this Agreement. No covenants, agreements, representations, or warranties of any kind whatsoever have been made by any Party, except as specifically set forth in this Agreement. This Agreement may only be changed or modified by a written instrument executed by all the Parties, and any oral modification hereof shall be ineffective until reduced to such a writing. So long as both Parties execute this Agreement, a copy of this Agreement shall have the same force, effect, and validity as an original Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

**I. LIMITATION OF LIABILITY:**

The Consultant's liability shall be limited to \$1,000,000.00 or the maximum amount of insurance coverage as indicated on Consultant's certificate of insurance, whichever is less, unless specifically agreed to by separate written agreement negotiated and executed by Owner and Consultant.

**J. NOTICE:**

Any notice to be given hereunder by either Party to the other, shall be in writing and shall be deemed given when sent by certified mail.

Notices to the Owner shall be addressed to Owner's "Designated Representative" as follows:

City of Minden, Louisiana  
c/o Nick Cox  
Mayor  
520 Broadway Street  
P.O. Box 580  
Minden, LA 71055

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Project Manager: Alex Holland

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Notices to the Consultant shall be addressed to:

CHM, LLC d/b/a Atlas Community Studios  
c/o Alex Holland  
Chief Executive Officer  
PO Box 77791  
Washington, DC 20002-9997

With Copy To:

Kravitz, Schnitzer & Johnson, Chtd.  
c/o Michael R. Esposito, Esq.  
8985 S. Eastern Avenue, Suite 200  
Las Vegas, Nevada 89123

**K. OWNERSHIP AND REUSE OF DOCUMENTS:**

All reports, plans, specifications, and other documents written and/or electronic, prepared by Consultant in doing work on the project, shall remain the property of the Consultant. The documents prepared by the Consultant for this Project are for use solely with respect to this Project. The Consultant's reports, plans, specifications, or other documents shall not be used by the Owner on other projects or for additions to this Project, except by agreement in writing and with appropriate compensation to the Consultant.

**L. RELATIONSHIP OF THE PARTIES:**

The parties understand and agree that Consultant is an independent contractor and that Consultant is not an employee, agent or servant of the Owner, nor is Consultant entitled to employment benefits by and through the Owner. CONSULTANT UNDERSTANDS AND AGREES THAT CONSULTANT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND THAT CONSULTANT IS OBLIGATED TO PAY ALL INCOME TAX OBLIGATIONS ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT. As an independent contractor, Consultants agrees that:

- Consultant does not have the authority to act for the Owner, or to bind the Owner in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the Owner;
- Consultant has and hereby retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed or contracted by Consultant for performing the services hereunder;

- 
- Owner will not provide training or instruction to Consultant or any of its employees regarding the performance of services hereunder;
  - Neither Consultant, nor its employees or consultants, will receive benefits of any kind from the Owner;
  - Consultant represents that it is engaged in providing similar services to other clients and not required to work exclusively for the Owner;
  - All services are to be performed solely at the risk of the Consultant and Consultant shall take all precautions necessary for the proper performance thereof; and
  - Consultant will not combine its business operations in any way with the Owner's business operations and each party shall maintain their operations as separate and distinct.

**M. SEVERABILITY:**

If any term, provision, covenant, or condition of this Agreement is held by any arbitrator and/or court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**N. TERMINATION AND/OR SUSPENSION OF SERVICES:**

Consultant may terminate this Agreement at any time with or without cause by giving the Owner written notice of not less than fourteen (14) days. Owner may terminate this Agreement at any time in the event that Consultant violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement by giving the Consultant written notice of not less than fourteen (14) days.

In the event of termination by Owner, Owner will pay consultant all amounts due and owing as of the date of the conclusion of said fourteen (14) day notice. Additionally, if payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of all amounts due or owing under the next scheduled progress payment, regardless of the extent of the services performed by Consultant.

In the event of termination of this Agreement by Consultant, payments will be made to Consultant for all work performed up to the date of termination. If payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of a prorated amount of the total amount due or owing under the next scheduled payment, and shall be calculated based upon the termination date identified in Consultant's notice of termination and the number of days in between the last progress payment and the next scheduled progress payment. Regardless of which Party terminates this Agreement, in all cases of termination Consultant

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Project Manager: Alex Holland

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will also receive payment for all fees and expenses incurred which are directly attributable to termination of this Agreement.

Failure of the Owner to make complete and timely payments to the Consultant in accordance with the Agreement shall be considered substantial non-performance, a material breach of this Agreement, and cause for termination. Notwithstanding the foregoing, if the Owner fails to make timely payment, the Consultant may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Consultant within seven days of the date of the notice, the suspension shall take effect without further notice.

In the event of a suspension of services for any reason(s) allowed under this Agreement, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Suspension of services in no way acts as a modification or waiver of Consultant's right to terminate this Agreement at any point thereafter.

This Agreement is executed as of the Effective Date identified above.

**CONSULTANT**

**OWNER**

CHM, LLC dba Atlas Community Studios, a Nevada limited liability company

City of Minden, Louisiana



Name: Alex Holland  
Its: Chief Executive Officer



Name: Nick Cox  
Its: Mayor



**EXHIBIT 1: PROJECT SERVICES PROPOSAL**

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PROPOSAL



PREPARED FOR

# Minden, Louisiana

Grant Writing & Advocacy Services



CONTACT

Alex Holland | CEO

[alex@atlascommunitystudios.com](mailto:alex@atlascommunitystudios.com)

(702) 217-0312



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# qualifications & experience



Atlas Community Studios (“Atlas”) is a small, woman and minority-owned firm fueled by creative problem-solvers and capacity-builders committed to advancing the economic prosperity of communities across the country. Leveraging more than 65 years of combined experience spanning both the public and private sectors, the Atlas team specializes in strategic planning, economic development, community engagement, grant writing and administration, and federal advocacy. Atlas’ portfolio of work includes over 70 strategic plans and technical assistance provided in communities across 29 states. In the past five years, Atlas has applied for 50 grants and has maintained an 86% success rate.

Atlas employs six (6) full-time staff and collaborates with a national network of partners specializing in grant writing and management, economic development, data analysis, planning, civil engineering, GIS mapping, environmental analysis and remediation, construction, and landscape architecture, among other things. Atlas’ office is headquartered in Washington, DC, and has remote staff in Iowa, Louisiana, Missouri, and West Virginia.

As evidenced by experience, Atlas has led strategic planning, project development, and implementation support focused on key strategies that include, but are not limited to, workforce development, housing, brownfields redevelopment, downtown revitalization, small business development, and entrepreneurship, tourism, deal structuring, and funding identification—including public and private sources—and the development of robust funding resource roadmaps.

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Over the years, Atlas' work has been funded by federal agencies, various state governments, and philanthropy, including, but not limited to, the following:

- **U.S. Department of Agriculture – Rural Development** | Rural Technical Assistance Pilot Program | Arkansas, Louisiana, Mississippi, and West Virginia (2024 – present)
- **U.S. Department of Agriculture - Rural Development** | Rural Partners Network Technical Assistance Provider (via Rural LISC) | Georgia, Kentucky, Mississippi, New Mexico, and Puerto Rico (2023-present)
- **Walton Family Foundation** | Delta Philanthropy Forum Technical Assistance Provider (via Rural LISC) | Arkansas and Mississippi (2023-present)
- **U.S. Environmental Protection Agency** | Technical Assistance to Brownfields (TAB) Cooperative Agreements | EPA Regions IV, V, VI, VII, VIII, IX, and X (2022-present)
- **U.S. Department of Agriculture - Rural Development** | Rural Placemaking Innovation Challenge (RPIC) | Kansas and Mississippi (2022-2024)
- **U.S. Economic Development Administration** | Economic Adjustment Assistance (EAA) Grant - CEDS & Resiliency Plan | Pennsylvania (2021-2022)
- **U.S. Department of Agriculture - Rural Development** | Rural Placemaking Innovation Challenge (RPIC) | Iowa and Kansas (2020-2022)
- **Kansas Department of Commerce** | CARES Act Coronavirus Relief Fund | Kansas (2020-2021)
- **U.S. Department of Agriculture - Rural Development** | Rural Business Development Grant (RBDG) | Louisiana (2020-2021)
- **North Dakota Department of Commerce** | Community Development Block Grant (CDBG) | North Dakota (2020-2021)
- **Pennsylvania Department of Transportation** | Demonstration Grant | Coopersburg, PA (2018-2019)
- **U.S. Department of Agriculture - Rural Development** | Rural Economic Development Innovation (REDI) Grant | Arizona, Colorado, New Mexico (2018-2021)
- **Delta Regional Authority** | Delta Creative Placemaking Initiative (DCPI) | DRA Region (2018-2019)

Atlas utilizes specific software to access data for client engagement, community assessments, quantitative and qualitative analyses, and grant writing and management, including:

- **Zoom:** A subscription for video conferencing, online meetings, and webinars.
- **Poll Everywhere:** A subscription to develop live polls and surveys to measure and visualize participant engagement (e.g., large stakeholder meetings) and create assessment reports.

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- **SurveyMonkey:** A subscription to develop online survey tools and assessment reports.
- **mySidewalk:** A city intelligence platform designed to analyze economic and demographic indicators.
- **JobsEQ:** A labor market analytics platform designed to analyze business/industry development, workforce talent, and input-output models.
- **ESRI (ArcGIS):** A geographic information system to develop mapping tools and analyze data.
- **Instrumentl:** A fundraising platform to research funders and track grant opportunities as well as manage grant awards.

Additionally, Atlas utilizes **Google Workspace** for project collaboration, **Asana** for project management, and **Slack** for internal and external communications.

## experience

Atlas has worked with a variety of clients, most of which represent local governments and nonprofit organizations. The list below represents a snapshot of grants Atlas and the project team have developed and were awarded in recent years, but is not exhaustive.

### Recent Grant Awards

- ARC POWER Initiative - NextOp (2024)
- U.S. DOL Workforce Opportunity for Rural Communities (WORC) Grant - Tunica County (2024)
- U.S. DOL Workforce Opportunity for Rural Communities (WORC) Grant - NextOp (2024)
- Louisiana CDBG "Make a Difference" Grant - West Monroe, LA (2024)
- USDA Rural Business Development Grant - Fulton County, KY (2024)
- DRA Strategic Planning Grant - Fulton County KY (2024)
- DRA Delta Workforce Grant Program - NextOp (2024)
- U.S. DOL Workforce Opportunity for Rural Communities (WORC) Grant - Agricenter International Inc. (2023)

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- U.S. DOL Workforce Opportunity for Rural Communities (WORC) Grant - ProGeny Startups Inc. (2023)
- U.S. DOL Workforce Opportunity for Rural Communities (WORC) Grant - Jackson State University (2023)
- DRA Delta Workforce Grant Program - Agricenter International Inc. (2023)
- DRA Delta Workforce Grant Program - Jackson State University (2023)
- DRA Delta Workforce Grant Program - Mentoring Mission (2023)
- NSF Regional Innovation Engines Type-1 Grant - Jackson State University/ University of Southern Mississippi (2023)
- Walton Family Foundation Home Region Grant (2022)
- U.S. Department of Labor Workforce Opportunity for Rural Communities (WORC) Grant - YoWealth Academy (2022)
- USDA Rural Placemaking Innovation Challenge (RPIC) Grant - KS & MS (2022)
- Granting Unserved Municipalities Broadband Opportunities (GUMBO) Grant - SkyRider Communications (2022)
- USDA Rural Business Development Grant - Monroe, LA (2022)
- USDA Rural Business Development Grant - Princeton, WV (2022)
- USDA Rural Business Development Grant - Sparta, NC (2022)
- USDA Rural Business Development Grant - Allen County, KS (2022)
- USDA Rural Business Development Grant - Trinity County, CA (2021)
- USDA Rural Business Development Grant - Okemah, OK (2021)
- USDA Rural Placemaking Innovation Challenge (RPIC) Grant - IA & KS (2020)
- USDA Rural Business Development Grant - Burlington, IA (2020)
- Walton Family Foundation Home Region Grant (2020)
- USDA Rural Business Development Grant - West Monroe, LA (2020)
- USDA Rural Business Development Grant - West Monroe, LA (2019)
- USDA Rural Economic Development Initiative (REDI) Grant - AZ, CO, NM (2018)
- USDA Rural Business Development Grant - Rosedale, MS (2018)

Atlas is proud to maintain a success rate of **86%**.

## **key personnel**



# Alex Holland

■ Chief Executive Officer

📍 Washington, DC

✉ alex@atlastudios.com

## Professional Experience

**Atlas Community Studios** 2020 – present  
Co-Founder & Chief Executive Officer

Own and operate an economic and community development consulting firm. Manage a portfolio of 15-20 clients throughout the U.S. providing a broad range of services including strategic planning, grant development, and government relations. Collaborate with clients to apply for federal and state grants, maintaining an 85% success rate.

**The Holland Group LLC** 2018 – present  
Founder & Principal

Provide professional services for public, private, and non-profit organizations seeking expertise in government affairs, federal grant programs, public policy, public-private partnerships, rural economic development, and strategic planning.

**Delta Regional Authority** 2016 – 2023  
Various Roles

Developed and implemented federal programs and interagency initiatives designed to advance economic opportunities in underserved areas of the eight-state Mississippi River Delta region and collaborated with senior program staff and leadership at other federal agencies to identify partnership opportunities. Leveraged millions of dollars in outside investment toward targeted programs for the DRA service area.

**McClure Engineering Company** 2018 – 2020  
Director of Policy and Community Development

Managed more than a dozen strategic planning processes for local governments and multijurisdictional regions, with an emphasis on asset-based economic development, workforce training and talent attraction, small businesses, housing, infrastructure, brownfields redevelopment, and funding

## Education

**The University of Louisiana Monroe**  
Master of Public Administration (2016)  
Master of Business Administration (2015)  
B.A. Political Science (2013)  
B.A. Criminal Justice (2013)

## Certifications

**Certified Economic Developer,**  
International Economic  
Development Council (2022–  
anticipated 2024)

**Basic Economic Development,**  
International Economic  
Development Council (2017)

**Creative Placemaking, National  
Endowment for the Arts (2017)**

**Authentic Leadership  
Development, Harvard Kennedy  
School (2015)**

## Expertise

- + Grant Writing
- + Grant Administration
- + Federal Affairs/Government Relations
- + Project Development
- + Program Management
- + Economic Development
- + Workforce Development

## Notable Work

**U.S. Department of Labor**  
WORC Grant | Jackson State  
University (2023)

**Delta Regional Authority**  
Delta Workforce Grant Program |  
Agricenter International Inc. (2023)







# Meghan Risinger

■ Funding Strategist

📍 Monroe, LA

✉ meghan@atlastcostudios.com

## Professional Experience

### Atlas Community Studios

2024 – present

#### Funding Strategist

Lead funding identification efforts and related research strategies. Develop grant applications. Support strategic planning and implementation efforts for rural communities, with an emphasis on asset and place-based economic development.

### City of Monroe, Louisiana

2020 – 2024

#### Executive Grant Writer

Taught AP U.S. Government and Politics, AP Human Wrote and managed grant applications for the city, which resulted in \$30M in secured funding. Served as part of the Mayor's Executive Staff to advise on funding opportunities and strategic investments. Collaborated with neighboring cities on projects as the designated representative for the Mayor's Office.

### University of Louisiana Monroe

2018 – 2020

#### Grants & Projects Developer

Communicated with federal, state, and local agencies to promote collaboration and to request letters of support. Worked with faculty to design and develop novel and innovative projects for grant applications. Identified grant opportunities, coordinated faculty collaboration, ensured compliance with federal, state, and university policies, assisted with proposal development, edited proposals, and assisted with budget development, and approved grant proposals for submission.

## Education

### Harvard University Graduate School of Design

Mayor's Institute on City Design (2023)

### The University of Louisiana Monroe

Master of Public Administration (2019)  
B.A. Political Science (2017)

## Affiliations

Delta Leadership Institute's Executive Academy 2024

North Delta Planning & Development Comprehensive Economic Development Strategy Committee

University of Louisiana Women's Symposium Board 2021-2022

Leadership Ouachita 2021

Cities for Financial Empowerment CityStart Initiative 2023 Cohort

Certificate in Community Leadership, Christian Brothers University

Certificate in Diversity Equity Inclusion & Belonging, Arkansas State University

## Expertise

- + Grant Writing
- + Project Development
- + Project Management
- + Government Relations
- + Policy Analysis
- + Budget Development
- + Technical Writing





# organizational chart



**Alex Holland**  
*Point of Contact + Advocacy*



**Lindsey Lowery**  
*Project Coordination*



**Aury Kangelos**  
*Grant Writing*



**Meghan Risinger**  
*Grant Writing*



**Megan Tebbe**  
*Grant Writing*

# scope + fee

Headquartered in Washington, DC, Atlas Community Studios offers its clients federal lobbying and grant writing services, using a results-oriented approach, to help local governments and nonprofit organizations secure hundreds of thousands to millions of dollars in federal, state, and philanthropic funding.

Retainer	Description of Services
\$2,500/mo	<ul style="list-style-type: none"><li>• Assist with developing and submitting an application for Community Project Funding/Congressionally Directed Spending project to members of the Louisiana congressional delegation</li><li>• Provide advocacy/lobbying services during the federal appropriations cycle, including:<ul style="list-style-type: none"><li>› Regular communication with the congressional delegation and relevant committee(s), as needed</li><li>› Development of supplemental materials (i.e., annual funding agenda and project one-pager)</li><li>› Support during one (1) Washington, DC fly-in, including meetings with congressional offices and federal agencies</li></ul></li></ul>

Atlas engages with clients for a 12-month period of performance with option for renewal.

Monthly Retainer	Annual Contract
\$2,500	\$30,000

If and when travel is required, Atlas will request reimbursement at-cost, not to exceed a pre-approved budget.

**Disclaimers:**

- Atlas cannot guarantee grant applications will be funded upon submission.
- Monthly retainers do not include funding needed for technical services, such as civil engineering, of which is often required at varying degrees for certain grant applications. The client is responsible for covering these costs.



**EXHIBIT 2: PROJECT AREA**

The Scope of Work referred to in the attached Agreement is expressly limited to professional services relating to and for the benefit of the "Project Area," The Project Area shall be defined as:

The City of Minden, Louisiana



**EXHIBIT 3: RATE SHEET FOR PROFESSIONAL SERVICES RENDERED**

In the event that Consultant is billing the Owner for professional services rendered on an hourly basis for any reason, the following hourly rates apply:

<b>Position</b>	<b>Hourly Rate</b>
Principal	\$175.00
Project Manager	\$165.00
Operations Director	\$160.00
Project Associate	\$150.00

Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end.

# Minden City Council Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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## Agenda Fact Sheet

### Agenda Item:

(15) Budget/Financial Report for October 2024

### Discussion:

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

### Suggested Wording of Motion:

No motion is required.



# Minden City Council Regular Session

Monday, December 2, 2024

Minden City Hall – Council Chambers

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## Agenda Fact Sheet

### Agenda Item:

 Annual Fire Report for the Year 2024

### Discussion:

The written report will be distributed to Mayor Cox and the Minden City Council by Fire Chief Brian Williams.

### Suggested Wording of Motion:

“I move to approve the Annual Fire Report for the Year 2024, as presented.”

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

# Minden City Council

## Regular Session

Monday, December 2, 2024  
Minden City Hall – Council Chambers



### Agenda Fact Sheet

#### (17) Police Report

City Fines .....	\$11,631.00
District Attorney’s Office .....	\$0.00
Crime Lab .....	\$430.00
City Court.....	\$523.50
Marshal’s Office .....	\$480.00
Indigent Defender.....	\$695.00
Victim’s Fund .....	\$0.00
Clerk’s Fund.....	\$32.00
Community Service.....	\$0.00
WARE Center .....	\$120.00
LA Commission on Law Enforcement .....	\$22.00
Off-Duty Witness Fee .....	\$194.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis .....	\$0.00
Court Case Mgmt. Information System .....	\$48.00
LA Traumatic Head & Spinal Cord Injury Trust Fund.....	\$55.00
Disability Affairs .....	\$0.00
Judicial Building Fund.....	\$160.00
Judicial Education.....	\$5.50
<b>TOTAL .....</b>	<b>\$14,396.00</b>

#### Suggested Wording of Motion:

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

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

AYE(S): \_\_\_\_\_ NAY(S): \_\_\_\_\_

ABSENCE(S): \_\_\_\_\_ ABSTENTION(S): \_\_\_\_\_

OCTOBER\_2024

CHIEF OF POLICE MONTHLY REPORT FOR OCTOBER 2024																					
NAME	CITY FINE	DA OFFICE	CRIME LAB	CITY COURT	MARSH	IND DEF	VICTIM FND	CLERK FND	COMM SERV	WARE CTR	LCLE	OFF. DUTY W/ FEE	DARE	ANALYS. ST	ANALYS. AGY	CMIS	LTHSCITF	DISABIL. AFF	JUD.BLDG FUND	JUDLED	TOTAL
GWIN, JOHN	50.00	0.00	20.00	36.50	30.00	40.00	0.00	2.00	0.00	7.50	0.00	13.50	0.00	0.00	0.00	3.00	0.00	0.00	10.00	0.00	212.50
FAIR, OSHAY	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.00	227.50
FAIR, OSHAY	100.00	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	100.00
ALEXANDER, JAMAL	175.00	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	175.00
SPENCER, JADA	100.00	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	100.00
PICKROM, BRITTANY	75.00	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	75.00
LEWIS, JOSEPH	100.00	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	100.00
MCCLENDON, MARQUIS	250.00	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	250.00
ANDERSON, AUSTIN	250.00	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	250.00
LEWIS, NEIKEDRIAN	75.00	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	75.00
JACKSON, SABRINA	100.00	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	100.00
LOTT, RATAJIA	550.00	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	550.00
WHEELER, JOZEDER	142.50	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	0.00	0.00	0.00	142.50
DANZY, DANIEL	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
HEMBRE, APRIL	75.00	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	75.00
MOSS, ADAM	250.00	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	250.00
MCCLENDON, KORDARIUS	100.00	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	100.00
DAWSON, TIMOTHY	42.50	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	0.00	0.00	0.00	42.50
STEPHENS, ZIKA	75.00	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	75.00
HARRIS, DAMAJAE	175.00	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	175.00
WILLIAMS, CRYSTAL	60.00	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	60.00
SHELLEY, REX	100.00	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	100.00
FRAZIER, WILLIAM	400.00	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	400.00
JOHNSON, KEVIN	75.00	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	75.00
LEWIS, BOOKER	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
LEBARON, WILLIAM	225.00	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	225.00
FLYNN, LETEGIA	100.00	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	100.00
FULLER, SANDRA	50.00	0.00	20.00	36.50	30.00	40.00	0.00	2.00	0.00	7.50	0.00	13.50	0.00	0.00	0.00	3.00	0.00	0.00	10.00	0.00	212.50
HAWK, JAYDEN	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
CRAWFORD, RUSSELL	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
BROWN, TWANTELL	100.00	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	100.00
MCCLELLAIN, DONALD	100.00	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	100.00
RANSBOTTOM, CINDY	200.00	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	200.00
SHELTON, AYANNA	125.00	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	125.00



