

**Minden City Council
REGULAR SESSION**



**Monday, November 4, 2024 – 6:00 p.m.
City Hall – Council Chambers**

AGENDA ITEMS

**Prayer: Levon Thomas
Pledge: Latasha Mitchell**

**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 October 7, 2024**
- (2) Adopt Resolution – Amending the City of Minden 2024-2025 Budget**
- (3) Authority for Mayor Cox to Execute a Purchase Agreement for 3.0 Acres Located on Recreation Drive**
- (4) Award Bid No. 03-2025 – Minden Animal Control Facility**
- (5) Personnel – Police Department Promotion – Logan Clingan**
- (6) Personnel – Police Department Promotion – Benjamin Sparks**
- (7) Personnel – Police Department Promotion – Cadyn O’Connor**
- (8) Personnel – Police Department Promotion – LaDarrius Joseph**
- (9) Personnel – Police Department Promotion – Jordon Greer**
- (10) Personnel – Police Department Promotion – Matthew Hicks**
- (11) Personnel – Police Department New Hire – Johnna Traylor**
- (12) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (SCBA Air Packs and Bottles)**
- (13) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Continental Washing Machine)**
- (14) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Lawn Mowers)**
- (15) Adopt Resolution – Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program**
- (16) Budget/Financial Report for September 2024**
- (17) Fire Report for October 2024**
- (18) Police Report for September 2024**
- (19) Recognition of National Night Out 2024 Block Party Hosts**

Announcements – Council Comments – Adjournment

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session Held on October 7, 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on October 7, 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 OCTOBER 7, 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 Carlton Myles and the Pledge of Allegiance was led by Levon Thomas. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Michael Roy moved to amend the printed agenda to add Item (5) Adopt Resolution – Amending the City of Minden 2024-2025 Budget and place this item before Item (6) Authority for Mayor Cox to Execute a Purchase Agreement for 72.886 Acres Located on Recreation Drive. This addition to the agenda and change in the order of agenda items was necessary in order for the council to appropriately vote to authorize Mayor Cox to execute the purchase agreement. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Carlton Myles moved to amend the printed agenda to add Item (13) Adopt Changes to the Structure of the Minden Fire Department. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

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

Carlton Myles moved to approve the appointment of Tamra Wichelns to the Minden Main Street Program/Downtown Development Commission to fill the vacant term, as presented. The motion was duly seconded 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 awarded Bid No. 01-2025, 2024-2025 Street Improvements Project, to the lowest qualified bidder meeting all requirements, T.L. Construction, LLC. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved to authorize the City Clerk to advertise for bids for the purchase of one (1) new 55-foot bucket truck, 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 adopted a Resolution to Amend the City of Minden 2024-2025 Budget, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Levon Thomas, the council unanimously authorized Mayor Cox to execute a purchase agreement for 72.886 acres of land located on Recreation Drive, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to adopt Ordinance No. 1147 – Annual Bridge Maintenance Report, a Louisiana Department of Transportation and Development requirement to annually review the posting of city bridges, as presented. 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.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously adopted a Resolution Requesting that the Louisiana Department of Transportation and Development (LA DOTD) Division of Aviation Provide Funds Required to Complete the Airport Improvements at the Minden Airport Specifically as Described in the Capital Improvement Program Application for State Financial Assistance Dated September 2024, as presented. Abstention(s): None. Absence(s): None.

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

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

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

Carlton Myles moved to adopt the changes to the structure of the Minden Fire Department, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

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

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) 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 – General Fund

	Expense	Revenue	
01-22-4514000	410,000		Land Acquisition
01-00-3901004		(410,000)	Transfer from Sewer Plant Sales Tax

Amend Budget to Recognize Transfer of Funds from Sewer Plant Sales Tax Fund to General Fund.

Amend Budget to Recognize Land Acquisition Cost to be paid from the General Fund.

2024-2025 Budget Amendment – Sewer Plant Sales Tax Fund

	Expense	Revenue	
07-94-4119001	410,000		Transfer to General Fund
07-00-3901003		(410,000)	Fund Balance

Amend Budget to Recognize Transfer of Funds from Sewer Plant Sales Tax Fund to General Fund.
Cost of Land Acquisition to be recognized in the General Fund.

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, the resolution was declared adopted on the ___ day of _____, 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 resolution is a true and correct copy of same as adopted by the Mayor and Council of the City of Minden on the ___ day of _____, 2024.

Given under my official signature and seal of office this ___ day of _____, 2024.

Melaney Langford, City Clerk

Minden City Council

Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (3) Authority for Mayor Cox to Execute a Purchase Agreement for 3.0 Acres of Land Located on Recreation Drive

Discussion:

James D. Hall has offered to sell 3.0 acres of land to the City of Minden for the appraised value of \$410,000.

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to execute a purchase agreement for 3.0 acres of land located on Recreation Drive, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

COMMERCIAL



APPRAISAL REPORT

Property Location:	1004 Recreation Dr See attached legal descriptions & tax documents. Minden, LA 71055
Borrower:	James D Hall
Client:	Gibsland Bank & Trust PO Box 180 Gibsland, LA. 71028
Effective Date:	07/18/2024
Prepared By:	Catherine L. Coleman LIC # 4272 LOUISIANA/TEXAS/ARKANSAS CERTIFIED RESIDENTIAL APPRAISER



Catherine L. Coleman
270 S. Tanglewood Dr.
Minden, LA 71055

Catherine L. Coleman

REAL ESTATE EVALUATION REPORT

50007653
50007653

This is an all purpose form designed to be used to make a Real Estate Evaluation Report as defined by the Federal Reserve Board and other federal agencies for transactions which do not require a real estate appraisal.

BORROWER/SUBJECT PROPERTY INFORMATION

Borrower James D Hall	Census Tract 0320.00	<input type="checkbox"/> Residential <input type="checkbox"/> Condo/PUD	
Property Address 1004 Recreation Dr		<input type="checkbox"/> Small Income <input type="checkbox"/> Income	
City Minden County Webster State LA Zip Code 71055		<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial	
Preparer Catherine L. Coleman Company Name		<input type="checkbox"/> Special Purpose <input type="checkbox"/> Retail	
Address		<input type="checkbox"/> Other	
Telephone No.	SS# or ID#		
Lender/Client Gibbsland Bank & Trust			

AREA AND NEIGHBORHOOD DESCRIPTION AND ANALYSIS

Area Description The subject's market area: N - MINDEN, LA / S - I-20 / E - HWY 531 / W- SIBLEY RD.
 Neighborhood Description MINDEN, LA
 Property Values STABLE Demand/Supply IN BALANCE
 Marketing Time 90-180 DAYS Growth Rate STABLE
 Neighborhood Land Uses RESIDENTIAL 60%, COMMERCIAL 2%, OTHER LAND USES 38%
 Neighborhood Trend and Probable Changes CURRENT USE OF SUBJECT PROPERTY IS HIGHEST AND BEST AND EXPECT TO CONTINUE
 Price Range for Similar Type Property (Per Unit or Per Sq. Ft.) HIGH 790K, LOW 200K, PRED 300K
 Comments on the significant factors in the area and neighborhood that affect the value and marketability of the subject property.
 (Note: Race or racial composition is not considered to be a significant evaluation factor.) SEE ADDITIONAL COMMENTS.

SITE DESCRIPTION AND ANALYSIS

Site Dimensions and Area SEE ATTACHED TAX CERT/LEGAL DESCRIPTION
 Zoning Classification and Compliance B1 COMMERCIAL
 Highest and Best Use COMMERCIAL
 Utilities ALL CITY UTILITIES
 Site Improvements and Characteristics The utilities and off-site improvements are typical for the subject property's market area.
 Easements, Encroachments, Special Assessments NONE NOTED
 FEMA Flood Zone X FEMA Map No. 22119C0385E FEMA Special Flood Hazard Area
 Known or apparent environmental hazards in area, neighborhood or on site *** See Additional Comments ***
 Assessment 130575A Taxes 2781 Association Fees NONE
 Comments

DESCRIPTION OF SUBJECT PROPERTY IMPROVEMENTS

General Description and Use *** See Additional Comments ***
 Size and Shape 3.0 ACRE LOT, Regular
 Age and Condition Age ~ 2010, AVERAGE CONDITION
 Exterior Walls and Roof BRICK EXTERIOR WALLS, METAL ROOF.
 Interior Description TILE FLOORING, SHEETROCK WALLS, OFFICE AREAS, RESTROOMS, SUPPLY ROOM, KITCHEN AREA, MEETING ROOM, & STORAGE AREAS.
 Comments (favorable or unfavorable, including needed repairs, deferred maintenance, known or apparent environmental hazards) NONE NOTED.

VALUE ANALYSIS

History (sales, listings, offers) NONE FOUND
 Cost Approach Summary (see attached sheet if applicable) \$ 418,420
 Income Approach Summary (see attached sheet if applicable) \$ NA

ITEM	SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	1004 Recreation Dr Minden	111 Ryans Way Minden, LA 71055		1326 East St Minden, LA 71055		457 Highway 531 Minden, LA 71055	
Proximity to Subject		0.80 miles SE		0.77 miles W		1.88 miles NE	
Sales Price	\$	\$ 249,000		\$ 375,000		\$ 790,000	
Price per	\$	\$		\$		\$	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.	DESCRIPTION	+(-) Adjust.
Date of Sale/Time		11/27/2023		06/12/2023		05/26/2023	
Location	N;Comm;	N;Comm;		N;Comm;		B;Comm;	-150,000
Age	24 M/L	20 M/L		40 M/L		43 M/L	
Condition	GOOD	GOOD		FAIR		GOOD	
Size	1835 sf	2904 sf	-10,690	1536 sf	+2,990	7500 SF	-56,650
LOT SIZE	3.0 ac	2.23 ac	+15,400	1.40 ac	+32,000	1.64 ac	+29,200
add'l bldgs	YES	NONE	+150,000	YES		YES (SUPR)	-100,000
Conditions of Sale							
Special Financing							
Total Adjustments		<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 154,710	<input checked="" type="checkbox"/> + <input type="checkbox"/> -	\$ 34,990	<input type="checkbox"/> + <input checked="" type="checkbox"/> -	\$ -277,450
Indicated Value of Subject			\$ 403,710		\$ 409,990		\$ 512,550

Sales Comparison Indicated Value \$ 410,000 ESTIMATED 410000 VALUE \$ 410,000 as of 07/18/2024

Reconciliation and General Comments (attach additional sheets as needed) The age adjustments were made at 1.5% of the improvements only, off the effective age

I certify that, to the best of my knowledge and belief: The statements of fact contained in the evaluation are true and correct, the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal unbiased professional analysis and conclusions. I have no (or specified) present or prospective interest in the property that is the subject of this evaluation, and I have no (or specified) personal interest with respect to the parties involved. My compensation is not contingent upon reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event. I have (unless otherwise indicated) made a personal inspection of the property that is the subject of this evaluation. No one provided significant professional assistance to the person signing this evaluation unless it is so indicated.

My analysis, opinions, and conclusions were developed, and this evaluation has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
 Preparer Catherine L. Coleman Additional Preparer/Co-Signer
 Signature Catherine L. Coleman Property Inspection: Supervisor Properly Inspection:
 Date Report Signed 08/01/2024 Interior Exterior Date Report Signed Interior Exterior

Attached: Sketch of Prop.; Value Def. & Assumptions; Photographs; Location Map; Cost Approach; Income Approach; Environmental Addendum; # of Attached Sheets

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) Award Bid No. 03-2025 – Minden Animal Control Facility

Discussion:

This bid is for the construction of the Minden Animal Control Facility.

Suggested Wording of Motion:

“I move to award Bid No. 03-2025 – Minden Animal Control Facility to the lowest qualified bidder meeting all requirements, _____.”

MOTION: _____ SECOND: _____

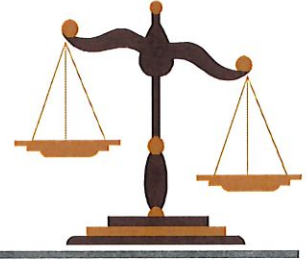
AYE(S): _____ NAY(S): _____

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

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(5) Personnel – Minden Police Department Promotion

Discussion:

Police Officer First Class Logan Clingan to the rank of Police Sergeant

DOH: 11/05/2021

Officer Clingan has passed the Fire and Police Civil Service Board Police Sergeant Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer First Class Logan Clingan to the rank of Police Sergeant, as presented.”

MOTION: _____

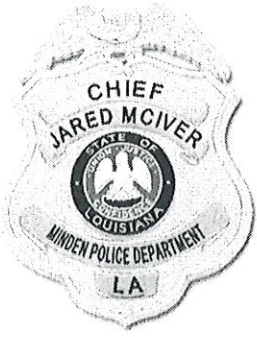
SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: October 25th, 2024

NAC

From: Chief Jared McIver

Re: Departmental Promotion

On September 17th, 2024, Officer First Class Logan Clingan and Officer First Class Benjamin Sparks were administered the Fire and Police Civil Service Board, Police Sergeant Examination test. Officer First Class Logan Clingan scored an 80% and Officer First Class Benjamin Sparks scored an 80%. Civil Service mandates the passing score of 75%.

On September 17th, 2024, Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks were administered the Fire and Police Civil Service Board, Police Officer First Class Examination test. Officer Cadyn O'Connor scored an 85%, Officer LaDarrius Joseph scored an 85%, Officer Jordon Greer scored an 81% and Officer Matthew Hicks scored an 83%. Civil Service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Officer First Class Logan Clingan and Officer First Class Benjamin Sparks be promoted to the rank of Police Sergeant.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

Jared McIver

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: SEPTEMBER 17, 2024 for the class of POLICE SERGEANT

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
✓ CLINGAN LOGAN H	7387	MW	80	-	80
✓ SPARKS BEN W	0807	MW	80	-	80

The examination scores shown above are certified as correct to the best of my knowledge.




9/27/2024
(Date)

Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 10-17-24
(Date)

Scores Expire on: 10/17/28
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Jean Smith

Signature: 

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office

Minden City Council

Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(b) Personnel – Minden Police Department Promotion

Discussion:

Police Officer First Class Benjamin Sparks to the rank of Police Sergeant

DOH: 01/17/2022

Officer Sparks has passed the Fire and Police Civil Service Board Police Sergeant Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer First Class Benjamin Sparks to the rank of Police Sergeant, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members
Date: October 25th, 2024 *NAC*
From: Chief Jared McIver
Re: Departmental Promotion

On September 17th, 2024, Officer First Class Logan Clingan and Officer First Class Benjamin Sparks were administered the Fire and Police Civil Service Board, Police Sergeant Examination test. Officer First Class Logan Clingan scored an 80% and Officer First Class Benjamin Sparks scored an 80%. Civil Service mandates the passing score of 75%.

On September 17th, 2024, Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks were administered the Fire and Police Civil Service Board, Police Officer First Class Examination test. Officer Cadyn O'Connor scored an 85%, Officer LaDarrius Joseph scored an 85%, Officer Jordon Greer scored an 81% and Officer Matthew Hicks scored an 83%. Civil Service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer First Class Logan Clingan and Officer First Class Benjamin Sparks be promoted to the rank of Police Sergeant.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

A handwritten signature in blue ink that reads "Jared McIver".

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: SEPTEMBER 17, 2024 for the class of POLICE SERGEANT

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
✓ CLINGAN LOGAN H	7387	MW	80	-	80
✓ SPARKS BEN W	0807	MW	80	-	80

The examination scores shown above are certified as correct to the best of my knowledge.



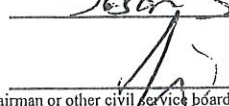
9/27/2024
(Date)

Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 10-17-24
(Date)

Scores Expire on: 10/17/28
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Jean Smith

Signature: 

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(7) Personnel – Minden Police Department Promotion

Discussion:

Police Officer Cadyn O’Connor to the rank of Police Officer First Class

DOH: 02/07/2023

Officer O’Connor has passed the Fire and Police Civil Service Board Police Officer First Class Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer Cadyn O’Connor to the rank of Police Officer First Class, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: October 25th, 2024

NAC

From: Chief Jared McIver

Re: Departmental Promotion

On September 17th, 2024, Officer First Class Logan Clingan and Officer First Class Benjamin Sparks were administered the Fire and Police Civil Service Board, Police Sergeant Examination test. Officer First Class Logan Clingan scored an 80% and Officer First Class Benjamin Sparks scored an 80%. Civil Service mandates the passing score of 75%.

On September 17th, 2024, Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks were administered the Fire and Police Civil Service Board, Police Officer First Class Examination test. Officer Cadyn O'Connor scored an 85%, Officer LaDarrius Joseph scored an 85%, Officer Jordon Greer scored an 81% and Officer Matthew Hicks scored an 83%. Civil Service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Officer First Class Logan Clingan and Officer First Class Benjamin Sparks be promoted to the rank of Police Sergeant.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

Jared McIver

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: SEPTEMBER 17, 2024 for the class of POLICE OFFICER FIRST CLASS

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
JOSEPH LADARRIUS D	0206	MB	85	-	85
OCONNOR CADYN J	4892	MW	85	-	85
HICKS MATTHEW D	9526	MB	83	-	83
GREER JORDON M	4974	MW	81	-	81
CHOYCE MARLIN E	6192	MB	64	-	64
CRITTENDEN ANTHONY			DID NOT SHOW		

The examination scores shown above are certified as correct to the best of my knowledge.

Approved (by board) at meeting held on: 10-17-24
(Date)

Scores Expire on: 10/17/28
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Jason Smith

Signature: [Signature]

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

9/27/2024
(Date) [Signature]
Adrienne T. Bordelon, State Examiner

Please return blue copy of this grade sheet to State Examiner's Office

Minden City Council

Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(8) Personnel – Minden Police Department Promotion

Discussion:

Police Officer LaDarrius Joseph to the rank of Police Officer First Class

DOH: 06/01/2023

Officer Joseph has passed the Fire and Police Civil Service Board Police Officer First Class Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer LaDarrius Joseph to the rank of Police Officer First Class, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members
Date: October 25th, 2024 *NAC*
From: Chief Jared McIver
Re: Departmental Promotion

On September 17th, 2024, Officer First Class Logan Clingan and Officer First Class Benjamin Sparks were administered the Fire and Police Civil Service Board, Police Sergeant Examination test. Officer First Class Logan Clingan scored an 80% and Officer First Class Benjamin Sparks scored an 80%. Civil Service mandates the passing score of 75%.

On September 17th, 2024, Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks were administered the Fire and Police Civil Service Board, Police Officer First Class Examination test. Officer Cadyn O'Connor scored an 85%, Officer LaDarrius Joseph scored an 85%, Officer Jordon Greer scored an 81% and Officer Matthew Hicks scored an 83%. Civil Service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer First Class Logan Clingan and Officer First Class Benjamin Sparks be promoted to the rank of Police Sergeant.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

A handwritten signature in blue ink that reads "Jared McIver". The signature is written in a cursive style.

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: SEPTEMBER 17, 2024 for the class of POLICE OFFICER FIRST CLASS

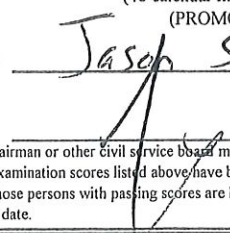
NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
JOSEPH LADARRIUS D	0206	MB	85	-	85
OCONNOR CADYN J	4892	MW	85	-	85
HICKS MATTHEW D	9526	MB	83	-	83
GREER JORDON M	4974	MW	81	-	81
CHOYCE MARLIN E	6192	MB	64	-	64
CRITTENDEN ANTHONY			DID NOT SHOW		

The examination scores shown above are certified as correct to the best of my knowledge.


Approved (by board) at meeting held on: 10-17-24
(Date)

Scores Expire on: 10/17/28
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Jason Smith

Signature: 
Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

9/27/2024
(Date)


Adrienne T. Bordelon, State Examiner

Please return blue copy of this grade sheet to State Examiner's Office

Minden City Council

Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(9) Personnel – Minden Police Department Promotion

Discussion:

Police Officer Jordon Greer to the rank of Police Officer First Class

DOH: 06/06/2023

Officer Greer has passed the Fire and Police Civil Service Board Police Officer First Class Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer Jordon Greer to the rank of Police Officer First Class, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members
Date: October 25th, 2024 *NAC*
From: Chief Jared McIver
Re: Departmental Promotion

On September 17th, 2024, Officer First Class Logan Clingan and Officer First Class Benjamin Sparks were administered the Fire and Police Civil Service Board, Police Sergeant Examination test. Officer First Class Logan Clingan scored an 80% and Officer First Class Benjamin Sparks scored an 80%. Civil Service mandates the passing score of 75%.

On September 17th, 2024, Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks were administered the Fire and Police Civil Service Board, Police Officer First Class Examination test. Officer Cadyn O'Connor scored an 85%, Officer LaDarrius Joseph scored an 85%, Officer Jordon Greer scored an 81% and Officer Matthew Hicks scored an 83%. Civil Service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer First Class Logan Clingan and Officer First Class Benjamin Sparks be promoted to the rank of Police Sergeant.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

A handwritten signature in blue ink that reads "Jared McIver".

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: SEPTEMBER 17, 2024 for the class of POLICE OFFICER FIRST CLASS

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
JOSEPH LADARRIUS D	0206	MB	85	-	85
OCONNOR CADYN J	4892	MW	85	-	85
HICKS MATTHEW D	9526	MB	83	-	83
GREER JORDON M	4974	MW	81	-	81
CHOYCE MARLIN E	6192	MB	64	-	64
CRITTENDEN ANTHONY			DID NOT SHOW		

The examination scores shown above are certified as correct to the best of my knowledge.

Approved (by board) at meeting held on: 10-17-24
(Date)

Scores Expire on: 10/17/28
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Jason Smith

Signature: [Signature]

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

9/27/2024
(Date)

[Signature]
Adrienne T. Bordelon, State Examiner

Please return blue copy of this grade sheet to State Examiner's Office

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(10) Personnel – Minden Police Department Promotion

Discussion:

Police Officer Matthew Hicks to the rank of Police Officer First Class

DOH: 10/09/2023

Officer Hicks has passed the Fire and Police Civil Service Board Police Officer First Class Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer Matthew Hicks to the rank of Police Officer First Class, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: October 25th, 2024

NAC

From: Chief Jared McIver

Re: Departmental Promotion

On September 17th, 2024, Officer First Class Logan Clingan and Officer First Class Benjamin Sparks were administered the Fire and Police Civil Service Board, Police Sergeant Examination test. Officer First Class Logan Clingan scored an 80% and Officer First Class Benjamin Sparks scored an 80%. Civil Service mandates the passing score of 75%.

On September 17th, 2024, Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks were administered the Fire and Police Civil Service Board, Police Officer First Class Examination test. Officer Cadyn O'Connor scored an 85%, Officer LaDarrius Joseph scored an 85%, Officer Jordon Greer scored an 81% and Officer Matthew Hicks scored an 83%. Civil Service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer First Class Logan Clingan and Officer First Class Benjamin Sparks be promoted to the rank of Police Sergeant.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Officer Cadyn O'Connor, Officer LaDarrius Joseph, Officer Jordon Greer and Officer Matthew Hicks be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

Jared McIver

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana


RESULTS OF EXAMINATION

Administered on: SEPTEMBER 17, 2024 for the class of POLICE OFFICER FIRST CLASS

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
JOSEPH LADARRIUS D	0206	MB	85	-	85
OCONNOR CADYN J	4892	MW	85	-	85
HICKS MATTHEW D	9526	MB	83	-	83
GREER JORDON M	4974	MW	81	-	81
CHOYCE MARLIN E	6192	MB	64	-	64
CRITTENDEN ANTHONY			DID NOT SHOW		

The examination scores shown above are certified as correct to the best of my knowledge.

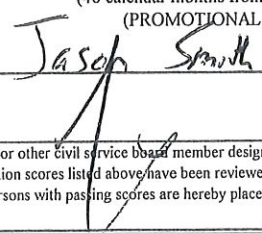
9/27/2024
(Date)


Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 10-17-24
(Date)

Scores Expire on: 10/17/28
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Jason Smith

Signature: 

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office

Minden City Council

Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(11) Personnel – Minden Police Department New Hire

Discussion:

Johnna Traylor – Full-Time Police Officer – Minden Police Department

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to confirm Johnna Traylor as a full-time police officer in the Minden Police Department, subject to passing all applicable tests.”

MOTION: _____ SECOND: _____

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

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



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

MEMO

DEPT.10

TO: Mayor Nick Cox and Council Members

Cc: April Aguilar

FROM: Chief Jared McIver

Date: 10/10/24

Re: Full Time Police Officer New Hire

NAC

I, Chief Jared McIver, am submitting a written request to hire applicant, Johnna V. Traylor, as a Minden Police Department full-time Officer at a starting rate of \$15.00 per hour, non-exempt hourly status. Johnna has successfully passed the civil service exam. Johnna would meet all job description requirements and would be a great addition to the department.

Thank you in-advance

Jared McIver

Chief Jared McIver

OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Johnna Traylor,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on October 6, 2024, with a score of **87** percent. Your test score is valid beginning October 7, 2024 and will expire on April 7, 2026.

SPECIAL NOTES:

The Office of State Examiner did not verify that you meet any specific qualification requirements. You were, however, required to self-certify that you were a citizen of the United States, and of legal age at the time you applied to take this examination. Please keep this notification for your files as the Office of State Examiner will not issue duplicate copies. You may present a copy of your notification letter and a completed application (separate application form) to the department where you wish to be considered for employment.

The appointing authority for the jurisdiction in which you wish to be hired must determine if you meet its qualification requirements in order to be hired. Each department will require you to complete an application and attach necessary documentation to verify that you meet the board's requirements. Their procedure *must* be followed.

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (12) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (SCBA Air Packs and Bottles)

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented.”

MOTION: _____ SECOND: _____

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

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

RESOLUTION

**A RESOLUTION DECLARING CERTAIN CITY OF MINDEN
PROPERTY AS SURPLUS AND FIXING THE TERMS OF SALE**

WHEREAS, the following City of Minden property has been taken out of service and has no foreseeable use in the future:

Description(s):

Thirty-Seven (37) SCBA Air Packs

- Divided into Five (5) Sets of Six (6) Tanks and One (1) Set of Seven (7) Tanks
- Each Tank Will Be Paired with One (1) Face Mask

Eighty-Six (86) SCBA Bottles

- Divided into Five (5) Sets of Fourteen (14) and One (1) Set of Sixteen (16)

BE IT RESOLVED that:

- a. The above-mentioned City of Minden inventory be declared surplus property.
- b. The minimum bid for each set of SCBA Air Packs be set at \$100.00.
- c. The minimum bid for each set of SCBA Bottles be set at \$100.00.
- d. The high bidder be responsible for collecting items from the designated (by the City of Minden) location.

Bids for the SCBA Air Packs and Bottles will be received online through <https://www.govdeals.com> until 10:00 a.m. on **November 30, 2024**.

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, the resolution was declared adopted on the ___ day of _____, 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 resolution is a true and correct copy of same as adopted by the Mayor and Council of the City of Minden on the ___ day of _____, 2024.

Melaney Langford, City Clerk

Air Pack:	
Serial #	Manufacture Date:
115S0834005550	08/08
115S0910004852	05/09
115S0929002051	07/09
115S0929002060	07/09
115S0929002057	07/09
115S0929000050	07/09
115S0929000057	07/09
115S0908003521	02/09
115S0929000051	07/09
115S0929002024	07/09
115S0908004869	02/09
115S0929002029	07/09
115S0908003518	02/09
115S0929000056	07/09
115S0929002058	07/09
115S0835001902	08/08
115S0929002050	07/09
115S0906001153	06/09
115S0908004865	02/09
115S0929002049	07/09
115S0908004870	02/09
115S0929000053	07/09
115S0929002056	07/09
115S0908003500	02/09
115S0908004862	02/09
115S0929000049	07/09
115S0929000052	07/09
115S0929002059	07/09
115S0908004864	02/09
115S0929000055	07/09
115S0907006706	02/09
115S0929002025	07/09
115R0000381512	07/09
115S0929002026	07/09
115S0908004859	02/09
115S0908004861	02/09
115S0929002034	07/09

SCBA Bottles			
Serial #	Manufacture Date:	Serial #	Manufacture Date:
OL37635	06/09	OL106495	04/17
OL37394	01/09	OL37400	01/09
OL38423	06/20	OL44515	06/21
OL37420	01/09	OL37648	06/09
OL37596	06/09	OL37647	06/09
OL37412	01/09	OL37425	01/09
OL37524	04/09	OL37377	12/08
OP368087	02/13	OL37621	06/09
OL37399	01/09	OL38402	06/19
OL44542	07/21	OL37627	06/09
OL37620	06/09	OL37410	01/09
OL37427	01/09	OL38404	06/19
OL44522	06/21	OL37404	01/09
OL37634	06/09	OL38307	06/16
OL37630	06/09	OL38406	06/19
OL37600	06/09	OL37612	06/09
OL37398	01/09	OL37380	01/09
OL37636	06/09	OL38424	06/20
OL37386	01/09	OL37405	01/09
OL38422	06/20	OL106474	04/17
OL37415	01/09	OL38304	06/18
OL37616	06/09	OL37382	01/09
OL37607	06/09	OL37379	01/09
OL37638	06/09	OL37428	01/09
OL37617	06/09	OL38308	06/18
OL37605	06/09	OL37637	06/09
OL37628	06/09	OL37384	01/09
OL37418	01/09	OL37383	01/09
OL37396	01/09	OL37434	01/09
OL37406	01/09	OL37429	01/09
OL37644	06/09	OL38306	06/18
OL37389	01/09	OL37431	01/09
OL37438	01/09	OL37407	01/09
OL106517	04/17	OL37610	06/09
OL37413	01/09	OL37419	01/09
OL37406	01/09	OL37604	06/09
OL37437	01/09	OL37622	06/09

OL37397	01/09	OL37397	01/09
OL38409	06/19	OL38409	06/19
OL37361	12/08	OL37361	12/08
OL37629	06/09	OL37629	06/09
OL37640	06/09	OL37640	06/09
OL37439	01/09	OL37439	01/09
OL37645	06/09	OL37645	06/09
OL37417	01/09	OL37417	01/09
OL37391	01/09	OL37391	01/09
OL106506	04/17	OL106506	04/17
OL37437	01/09	OL37437	01/09
OL37393	01/09		

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- 13** Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Continental Washing Machine)

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented.”

MOTION: _____ SECOND: _____

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

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

RESOLUTION

**A RESOLUTION DECLARING CERTAIN CITY OF MINDEN
PROPERTY AS SURPLUS AND FIXING THE TERMS OF SALE**

WHEREAS, the following City of Minden property has been taken out of service and has no foreseeable use in the future:

Description(s):

One (1) Continental Washing Machine, Model: EH040L110211100,
Serial # 1471892G11

BE IT RESOLVED that:

- a. The above-mentioned inventory be declared surplus property.
- b. The minimum bid be set at \$500.00
- c. The high bidder be responsible for collecting items from the designated (by the City of Minden) location.

Bids for the Continental washing machine will be received online through <https://www.govdeals.com> until 10:00 a.m. on **November 30, 2024**.

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, the resolution was declared adopted on the ___ day of _____, 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 resolution is a true and correct copy of same as adopted by the Mayor and Council of the City of Minden on the ___ day of _____, 2024.

Given under my official signature and seal of office this ___ day of _____, 2024.

Melaney Langford, City Clerk

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (14) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Lawn Mowers)

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

**A RESOLUTION DECLARING CERTAIN CITY OF MINDEN
PROPERTY AS SURPLUS AND FIXING THE TERMS OF SALE**

WHEREAS, the following City of Minden property has been taken out of service and has no foreseeable use in the future:

Description(s):

- One (1) 2017 EXMARK LAZER 2, Model: LZX801GKA60600, VIN # 400669402
- One (1) 2015 EXMARK LAZER 2, Model: LZX801GKA60600, VIN # 315671381
- One (1) 2016 EXMARK LAZER 2, Model: LZX801GKA60600, VIN # 316664874
- One (1) 2008 EXMARK LAZER 2XS, Model: LXS25KD605, VIN #720208
- One (1) 2008 EXMARK LAZER 2XS, Model: LXS25KD605, VIN #723915
- One (1) 2005 EXMARK LAZER 2 WITH BAGGER, Model: LZ27KC604, VIN # 547438
- One (1) 2012 EXMARK LAZER 2, Model: LZS740KC604, VIN #312649753
- One (1) 2010 EXMARK METRO WALK BEHIND, Model: M16KA322P, VIN # 870419
- One (1) 2002 EXMARK TURF TRACER WITH RIDER, Model: TT23KCC, VIN # 342145

BE IT RESOLVED that:

- a. The above-mentioned inventory be declared surplus property.
- b. The minimum bid be set at \$500.00
- c. The high bidder be responsible for collecting items from the designated (by the City of Minden) location.

Bids for all listed lawn mowers will be received online through <https://www.govdeals.com> until 10:00 a.m. on **November 30, 2024**.

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, the resolution was declared adopted on the ___ day of _____, 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 ___ day of _____, 2024.

Given under my official signature and seal of office this ___ day of _____, 2024.

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, November 4, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (15)** Adopt Resolution – Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution for Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program, as presented.”

MOTION: _____ SECOND: _____

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

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

**ANNUAL CERTIFICATION
OF COMPLIANCE WITH STATE OF LOUISIANA
OFF-SYSTEM BRIDGE REPLACEMENT PROGRAM**

WHEREAS, the Code of Federal Regulations, as enacted by the United States Congress, mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity, and posted in accordance with the National Bridge Inspection Standards, and that an inventory of these bridges be maintained by each State; and

WHEREAS, the responsibility to inspect, rate and load post those bridges under the authority of the City of Minden, Louisiana, in accordance with those Standards, is delegated by the Louisiana Department of Transportation and Development to the City of Minden, Louisiana.

NOW, THEREFORE, BE IT RESOLVED by the governing authority of the City of Minden, Louisiana (herein referred to as the City) convened in Regular Session on the 4th day of November, 2024, that it does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period January 1, 2025 through December 31, 2025:

1. The City will perform all interim inspections on all City-owned or maintained bridges in accordance with the National Bridge Inspection Standards and Specifications for the National Bridge Inventory;

2. All bridges owned or maintained by the City will be structurally analyzed and rated by the City as to the safe load capacity in accordance with the American Association of State Highway and Transportation Officials (AASHTO) Manual for Bridge Evaluation. The load posting information that has been determined by the DOTD for all bridges where the maximum legal load under Louisiana State law exceeds the load permitted under the operating rating as determined above, will be critically reviewed by the City. Load posting information will be updated by the City to reflect all structural changes, any obsolete structural ratings, or any missing structural ratings;

3. All City-owned or maintained bridges which require load posting or closing, will be load posted or closed in accordance with the table in the DOTD Load Rating Directives. All DOTD supplied load posting information concerning a bridge has been critically reviewed by the City prior to load posting; and

4. All bridges owned or maintained by the City are shown on the attached list in the format specified by the DOTD. Corrections to data supplied to the City by the DOTD are noted.

5. All bridges owned and maintained by the City are accessible to DOTD for all routine bridge inspections. City will clear vegetation as required upon DOTD request.

These stipulations are prerequisites to participation by the City in the Off-System Bridge Replacement Program.

This resolution was considered upon motion and second of _____
and _____, respectively, and was adopted by the following vote on
this 4th day of November, 2024:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

CERTIFICATE

I, Melaney Langford, City Clerk for the City of Minden, do hereby certify that the foregoing is an exact copy of A Resolution for the Annual Certification of Compliance with State of Louisiana Off System Bridge Replacement Program adopted on November 4, 2024 by the City Council of the City of Minden, State of Louisiana, at a meeting thereof regularly convened and after proper notice thereof having been given; I further certify that the same remains in full force and effect.

Signed and Sealed this 4th day of November, 2024.

Melaney Langford, City Clerk

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(16) Budget/Financial Report for September 2024

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council

Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(17) Fire Report for October 2024

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council Regular Session

Monday, November 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

(18) Police Report

City Fines	\$16,260.50
District Attorney's Office	\$0.00
Crime Lab	\$210.00
City Court.....	\$217.00
Marshal's Office	\$210.00
Indigent Defender.....	\$315.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$14.00
Community Service.....	\$0.00
WARE Center	\$52.50
LA Commission on Law Enforcement	\$14.00
Off-Duty Witness Fee	\$80.50
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$21.00
LA Traumatic Head & Spinal Cord Injury Trust Fund.....	\$35.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$70.00
Judicial Education.....	\$3.50
TOTAL	\$17,503.00

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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

HUMPHRIES, CHARLES	42.50	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	0.00	3.00	5.00	0.00	10.00	0.50	220.00
HARRIS, LORENZO	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	0.00	200.00
WILLIS, JANETRA	87.50	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	0.00	87.50
BANKS, SHAKERA	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	0.00	100.00
COMBS, KIELYN	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
	16260.50	0.00	210.00	217.00	210.00	315.00	0.00	14.00	0.00	52.50	14.00	80.50	0.00	0.00	0.00	0.00	21.00	35.00	0.00	70.00	3.50	17503.00

Minden City Council

Regular Session

Monday, November 4, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(19) Recognition of National Night Out 2024 Block Party Hosts

District A

1. JToya Williams, Sharon Kinsey, and Knakita Simmons – “Don’t Jerk, Be Alert!” Stay Away from Drugs!
2. Hillside Apartments – Halloween Trunk-or-Treat
3. Kay and Jerald McGuire – Know Your Neighbors

District C

1. Latasha Mitchell & Chequella and Michael Walker – No Theme

District D

1. Woodhaven Subdivision – Getting to Know Our Neighbors

District E

1. Emmanuel Baptist Church – Community