

Minden City Council
REGULAR SESSION



Monday, January 6, 2025 – 6:00 p.m.
City Hall – Council Chambers

AGENDA ITEMS

Prayer: Andy Pendergrass
Pledge: Carlton Myles

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 December 2, 2024**
- (2) Election of Mayor Pro Tempore for the Year 2025**
- (3) Adopt Resolution – Authorizing Signatory Power to Sign Checks**
- (4) Adopt Resolution – Amending the 2024-2025 City of Minden Budget**
- (5) Authority for Mayor Cox to Enter Into a State Contract between the City of Minden and Scott Equipment Company, LLC for a Skid Steer**
- (6) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing a Skid Steer and Accessories**
- (7) Adopt Resolution – Establishing Fees for the Collection and Disposal of Garbage and Refuse Pursuant to Section 74-7 of the Code of Ordinances of the City of Minden, State of Louisiana**
- (8) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Bauer Air Compressor)**
- (9) Adopt Resolution – Adopting a Language Access Plan for Limited English Proficiency Persons for the LCDBG Program**
- (10) Adopt Ordinance No. 1153 – An Ordinance to Authorize an Act of Sale by the City of Minden to Sell Certain Adjudicated Properties (Parcels 109934 & 110676) by Public Auction; and, Further Providing with Respect Thereto**
- (11) Award Bid No. 05-2025 – AVL Equipment and Installation – Civic Center**
- (12) Personnel – Police Department New Hire – Cody James**
- (13) Minden Planning Commission Appeal**
- (14) Budget/Financial Report for November 2024**
- (15) Fire Report for December 2024**
- (16) Police Report for November 2024**

Announcements – Council Comments – Adjournment

Minden City Council
Regular Session
Monday, January 6, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session Held on December 2, 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on December 2, 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 DECEMBER 2, 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 Michael Roy and the Pledge of Allegiance was led by Andy Pendergrass. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Michael Roy moved to adopt the minutes of the Minden City Council Regular Session held on November 4, 2024, as presented. The motion was duly seconded by Andy Pendergrass 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 2023-2024 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 Levon Thomas and duly seconded by Carlton Myles, the council unanimously adopted a Resolution to Amend the City of Minden 2024-2025 Budget, as presented. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt a Resolution Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2023 – 09/30/2024, as presented. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Michael Roy, the council unanimously adopted 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. Abstention(s): None. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Latasha Mitchell, the council voted unanimously to table a Resolution Authorizing Nicholas A. Cox, Mayor of the City of Minden, Louisiana, to Execute a Dedication of a Public Street by Richard Kevin Sanders for further review. Abstention(s): None. Absence(s): None.

Michael Roy moved to award Bid No. 04-2025 – Aerial Bucket Truck to the lowest qualified bidder meeting all requirements, Altec Industries, Inc. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing an Aerial Bucket Truck, as presented. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Andy Pendergrass, the council unanimously adopted Ordinance No. 1148 – An Ordinance to Adjust the Salaries of Certain Elected Officials Starting in 2027, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously adopted 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. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved 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. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Levon Thomas, the council unanimously adopted 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. Abstention(s): None. Absence(s): None.

Upon motion by Latasha Mitchell and duly seconded by Levon Thomas, the council unanimously adopted 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. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to authorize Mayor Cox to enter into an Agreement for Professional Services between the City of Minden and Atlas Community Studios, LLC, as presented. The motion was duly seconded by Carlton Myles 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 October 2024. No motion was required.

Upon motion by Carlton Myles and duly seconded by Michael Roy, the council unanimously approved the Annual Fire Report for the Year of 2024, as presented.

The Police Report for the month of October 2024 was unanimously accepted, as presented, by motion of Andy Pendergrass and second by Latasha Mitchell. 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, January 6, 2025
Minden City Hall - Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Election of Mayor Pro Tempore for the Year 2025

Discussion:

Mayor Nick Cox recommends the election of Carlton Myles, Council Representative for District A, as Mayor Pro Tempore for the Year 2025.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to elect Carlton Myles, Council Representative for District A, as Mayor Pro Tempore for the year 2025.”

MOTION: _____ SECOND: _____

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

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

Minden City Council
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Monday, January 6, 2025
Minden City Hall - Council Chambers



Agenda Fact Sheet

Agenda Item:

- (3) Adopt Resolution – Authorizing Signatory Power to Sign Checks

Discussion:

This resolution removes Andy Pendergrass as Mayor Pro Tempore and adds **Carlton Myles** as Mayor Pro Tempore.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing **Carlton Myles** as Mayor Pro Tempore to Sign Checks Drawn by this Municipal Corporation on Any Financial Institution in Custody of City of Minden Funds, Effective upon Adoption, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

BE IT RESOLVED, that effective January 6, 2025, _____ was elected Mayor Pro Tempore for the 2025 calendar year; and

BE IT RESOLVED, that effective January 6, 2025, Nick Cox, Mayor; _____, Mayor Pro Tempore; Melaney Langford, City Clerk/Tax Officio; and Elizabeth Campbell, Assistant City Clerk be the only duly authorized representatives to sign checks drawn by this municipal corporation on any financial institution in custody of City of Minden funds. Upon adoption, this resolution removes signatory power from Andy Pendergrass.

BE IT FURTHER RESOLVED, that only two (2) of the four (4) authorized signatures are required at any given time. In any case, one (1) authorized signature may be made electronically with a check signer, but the other signature must always be an original signature EXCEPT in the case of payroll checks, which may be entirely electronically signed. This also includes checks payable to the officers signing same.

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to said institutions which are hereby authorized to honor checks of this municipal corporation when so signed by the above-named officers in the manner provided unless and until the banks are expressly notified of the contrary by resolution of the Council.

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, this resolution was declared adopted on the ___ day of _____, 2025.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council
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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) 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

Table with 4 columns: Code, Revenue, Expense, Description. Rows include ARPA transfers, building improvements, fire department, vehicles, and plant maintenance.

Amend Budget to Recognize Reimbursement of Expenses from ARPA. Amend Budget to Recognize New Dedication of Funds for Projects and Unexpected Repairs.

2024-2025 Budget Amendment – Water & Electric

Table with 4 columns: Code, Revenue, Expense, Description. Rows include repairs & equipment and computer purchases.

Amend Budget to Recognize Increase in Revenues. Amend Budget to Recognize Unexpected Cost of Replacing Credit Card Machines.

2024-2025 Budget Amendment – Sewer Plant Sales Tax

Table with 4 columns: Code, Revenue, Expense, Description. Rows include fund balance and transfer to general fund.

Amend Budget to Recognize Decrease in Expenses Due to ARPA Covering Purchase of Land.

The foregoing resolution was read, considered, and adopted this ___ day of _____, 2025.

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 _____, 2025.

Melaney Langford, City Clerk
City of Minden, Louisiana

Minden City Council

Regular Session

Monday, January 6, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- 5) Authority for Mayor Cox to Enter Into a State Contract between the City of Minden and Scott Equipment Company, LLC for a Skid Steer

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to enter into a state contract between the City of Minden and Scott Equipment Company, LLC for a skid steer, as presented.”

MOTION: _____ SECOND: _____

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

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



**SCOTT
EQUIPMENT**
HEAVY-DUTY COMMITMENT

RETAIL ORDER

Quote #- QUO-02873-K8V6L6 Date- 12-16-2024

Quote is valid for 30 days

SELLER
SCOTT EQUIPMENT COMPANY, LLC

PURCHASER
CITY OF MINDEN

DEALER ADDRESS:

945 N MARKET ST
SHREVEPORT, LA 71107-6744

DELIVERY ADDRESS:

CITY OF MINDEN
520 BROADWAY ST
MINDEN, LA 71055-3305

Order Taken By

MARK STANFORD, 318.780.8284

Contact

Terry Combs

MAKE/MODEL/DESCRIPTION	TRADE ALLOWANCE	SALES PRICE
0 CASE TV450B T4 FINAL TV450B CASE JAFTV450LRM461743 EQ0011172 TV450B T4 FINAL -TV450B T4 FINAL 761555 EH2-LIMITED-CAB3 E-H CONTROLS E-H CONTROL 2SPD ENHANCED HIGH FLOW PACKAGE HEAVY DUTY REAR DOOR HYDRAULIC COUPLER E-H CAB LCD DISPLAY AIR SUSPENSION SEAT HEAVY DUTY LIGHTS CASE DEMO DOOR 761328 -ENGLISH 8500147 -450 MM (17.7 INCH) 761134 -84" LOW PROFILE EXTENDED 761149 -84" BOLT-ON-CUTTING EDGE 464957 -TRANSPORT PROTECTION 761371 -STANDARD TRACK 761062 -AIR RIDE SUSPENSION SEAT 761311 -E-H CAB LCD DISPLAY 761325 -HYDRAULIC COUPLER 761157 -DEMO FRONT DOOR 761039 -ENHANCED HIGH FLOW PACKAGE		\$90,512.07
LOUISIANA STATE CONTRACT #4400030797 T-NUMBER #92703 MACHINE COST: \$115,000.00 LESS 21.50% DISCOUNT:(\$24,789.03) UNIT SALE PRICE: \$90,512.07		
SET TOTAL		\$90,512.07

ENTIRE AGREEMENT: Purchaser agrees that this order including the ADDITIONAL PROVISIONS PRINTED ON THE NEXT PAGE hereof, which he has read and to which he agrees, contains the entire agreement relating to the sale of said property.

NOTICE TO BUYER: 1 Do not sign this order before you read it or if it contains blank spaces. 2. You are entitled to an exact and completely filled-in copy of the order you sign. 3. Keep this order to protect your legal rights.

THIS ORDER IS NOT BINDING UPON THE SELLER UNLESS SIGNED BY THE MANAGER OF THE SELLER OR OWNER PURCHASER DEPOSIT WILL BE RETURNED IF NOT ACCEPTED

PURCHASER ACKNOWLEDGES RECEIPT OF AN EXACT COMPLETED COPY OF THE ORDER

Accepted

Purchaser

Scott Equipment Company, LLC

By

By

Order taken by

Date

Date



**SCOTT
EQUIPMENT**
HEAVY-DUTY COMMITMENT

RETAIL ORDER

Quote #- QUO-02873-K8V6L6 Date- 12-16-2024

Quote is valid for 30 days

SELLER
SCOTT EQUIPMENT COMPANY, LLC

PURCHASER
CITY OF MINDEN

SALES PRICE	\$90,512.07
TRADE-IN ALLOWANCE	\$0.00
SALES PRICE less TRADE-IN ALLOWANCE	\$90,512.07
SALES TAX (May be subject to change)	\$0.00
SALES PRICE SUB TOTAL	\$90,512.07
DOWN PAYMENT	\$0.00
BALANCE less DOWN PAYMENT	\$90,512.07
PAY OFF PENDING FROM TRADE INS	\$0.00
BALANCE DUE or AMOUNT TO BE FINANCED	\$90,512.07

ENTIRE AGREEMENT: Purchaser agrees that this order including the ADDITIONAL PROVISIONS PRINTED ON THE NEXT PAGE hereof, which he has read and to which he agrees, contains the entire agreement relating to the sale of sale of said property.

NOTICE TO BUYER: 1 Do not sign this order before you read it or if it contains blank spaces. 2. You are entitled to an exact and completely filled-in copy of the order you sign. 3. Keep this order to protect your legal rights.

THIS ORDER IS NOT BINDING UPON THE SELLER UNLESS SIGNED BY THE MANAGER OF THE SELLER OR OWNER PURCHASER DEPOSIT WILL BE RETURNED IF NOT ACCEPTED

PURCHASER ACKNOWLEDGES RECEIPT OF AN EXACT COMPLETED COPY OF THE ORDER

Accepted

Purchaser

Scott Equipment Company, LLC

By

By

Order taken by

Date

Date



RETAIL ORDER

Quote #- QUO-02873-K8V6L6 Date- 12-16-2024

Quote is valid for 30 days

SELLER
SCOTT EQUIPMENT COMPANY, LLC

PURCHASER
CITY OF MINDEN

ADDITIONAL TERMS AND CONDITIONS

When trade-in equipment is not to be delivered to the Seller until delivery of the equipment purchased by this order, the trade-in equipment may be reappraised at that time and such reappraisal value shall determine the allowance made for such trade-in equipment. When the reappraised value is less than the original trade-in allowance shown on this form, the purchaser may terminate this order; however, this right of termination must be exercised prior to delivery of the equipment by Seller and surrender of the trade-in equipment to Seller.

In the event Seller's dealer price is increased prior to delivery, the purchase price shall be adjusted accordingly, and purchaser will have the option of cancelling this order in writing immediately on being notified thereof.

WARRANTY, CONDITION OF EQUIPMENT, AND DAMAGES

Except as may be offered by the manufacturer of the equipment, the equipment is sold "AS IS" with no implied warranties, including but not limited to any warranty of merchantability or fitness for a particular purpose, and there are no express warranties except those offered by the manufacturer of the equipment. Purchaser or Purchaser's authorized agent has inspected the equipment and acknowledges that the equipment is in good working condition and acceptable to Purchaser. To the maximum extent permitted by applicable law, in no event will Seller be liable to Purchaser or any third party for any indirect, special, incidental, consequential or punitive damages arising out of or related to the Retail Order Form or the purchase of the equipment, including without limitation, any lost profits or revenues or cost of sale other equipment, regardless of the theory of liability.

INDEMNIFICATION FOR SALES TAX AND OTHER TAX LIABILITIES

Parties acknowledge that the purchase and use of the equipment may be subject to tax, including but not limited to sales, use, environmental and ad valorem taxes (hereinafter "Taxes"). To the extent that Purchaser provides the Seller with a sales tax exemption or other evidence of exemption and the Tax is not collected, Purchaser agrees to indemnify and hold harmless Seller for the Tax including interest and penalties to the extent Seller is held liable and required to remit the Tax.

DEFAULT AND REMEDIES

If Purchaser fails to purchase the equipment for any purpose other than as stated above, Seller may immediately and without notice (a) terminate this Agreement, at which time in the event of termination by Seller, all of Purchaser's rights under this Agreement shall cease and/or (b) demand specific performance. The remedies in this Agreement provided in favor of Seller shall be available to its respective successors and assigns and shall not be deemed exclusive, but shall be cumulative, and shall be in addition to all other remedies in its or their favor existing at law or inequity. Purchaser agrees to pay reasonable attorney's fees and all cost incurred by Seller caused by any breach of this Agreement.

GOVERNING LAW

This Agreement is governed by the laws of the state of where the equipment was sold, disregarding its principles governing conflict of laws which might otherwise result in the application of the laws of another jurisdiction.

ARBITRATION

Except Seller exercising its right to terminate this Agreement or demand specific performance, all claims, disputes, controversies, differences or misunderstandings between the parties arising out of, or by virtue of this Agreement or the interpretation of this Agreement which cannot be settled or resolved by the parties hereto shall be settled or determined by binding arbitration under the then-current rules of the American Arbitration Association. The exclusive jurisdiction for any such arbitration shall be county or parish of the where the equipment was sold. Arbitrator's fees for any such arbitration shall be shared equally.

SEVERIBILITY

Unenforceability or invalidity of one or more clauses in this Agreement shall not have an effect on any other clause in this Agreement. If it is possible, any unenforceable or invalid clause in this Agreement shall be modified to show the original intention of the parties.

AUTHORITY TO BIND CUSTOMER

The signatory, to the extent signing as an agent or officer of the Purchaser, warrants and represents to Seller that he/she is authorized to execute this Agreement and bind the Purchaser for all obligations undertaken herein. To the extent the undersigned is not authorized to obligate the Purchaser, he/she agrees to indemnify and hold harmless Seller for any losses.

Accepted

Scott Equipment Company, LLC

By

Order taken by

MARK STANFORD, 318.780.8284

Date

Purchaser

CITY OF MINDEN

By

Date

Minden City Council
Regular Session
Monday, January 6, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (b) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing a Skid Steer and Accessories

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing a Skid Steer and Accessories, 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
A SKID STEER AND ACCESSORIES

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 a "Skid steer and accessories." 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 a "Skid steer and accessories".

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 Board Member _____, seconded by Board Member _____ by a vote of _____ to _____ and is effective this January 6, 2025.

Lessee: City of Minden

Witness Signature

Nick Cox, Mayor

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, January 6, 2025
Minden City Hall - Council Chambers



Agenda Fact Sheet

Agenda Item:

- (7) Adopt Resolution – Establishing Fees for the Collection and Disposal of Garbage and Refuse Pursuant to Section 74-7 of the Code of Ordinances of the City of Minden, State of Louisiana

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Establishing Fees for the Collection and Disposal of Garbage and Refuse Pursuant to Section 74-7 of the Code of Ordinances of the City of Minden, State of Louisiana, as presented.”

MOTION: _____ SECOND: _____

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

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

RESOLUTION

**RESOLUTION ESTABLISHING FEES FOR THE COLLECTION AND DISPOSAL OF
GARBAGE AND REFUSE PURSUANT TO SECTION 74-7 OF THE CODE OF
ORDINANCES OF THE CITY OF MINDEN, STATE OF LOUISIANA**

WHEREAS, Section 74-7 (a) of the Code of Ordinances of the City of Minden, Louisiana, provides that fees for the collection and disposal of garbage and refuse shall be set from time to time by the City Council; and

WHEREAS, the City has reviewed and recommended a fee structure for the monthly sanitation charge of Chapter 74-7 (a) of the Code of Ordinances of the City; and

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

§1. The City establishes the following fees for the collection and disposal of garbage and refuse pursuant to Section 74-7 (a) of the Code of Ordinances.

January 2025 Sanitation Charges	
Residential	\$17.50
Apartment	\$16.50
Business	\$23.00

January 2026 Sanitation Charges	
Residential	\$18.00
Apartment	\$17.00
Business	\$26.50

§2. The fees shall become effective on January 1, 2025 and January 1, 2026.

§3. This Resolution shall become effective upon final adoption and signature of the Mayor.

BE IT FURTHER RESOLVED, that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this resolution which can be given effect without the invalid provisions, items, or applications; and to this end, the provisions of this resolution are hereby declared severable; and

BE IT FURTHER RESOLVED, that all resolutions or parts thereof in conflict herewith are hereby repealed.

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, this resolution was declared adopted on the ___ day of _____, 2025.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, January 6, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (8) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Bauer Air Compressor)

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) 2006 Bauer Air Compressor for SCBA and SCBA Bottles, Model #ECII-E1/230V, with four (4) 4,500 PSI bottles

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 items listed above will be received online through <https://www.govdeals.com> until 10:00 a.m. on **January 31, 2025**.

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 _____, 2025.

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 _____, 2025.

Given under my official signature and seal of office this ___ day of _____, 2025.

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, January 6, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (9) Adopt a Resolution that Adopts a Language Access Plan (LAP) for Limited English Proficiency Persons as Required to Receive LCDBG and Any Other Federal Funding

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution that Adopts a Language Access Plan (LAP) for Limited English Proficiency Persons as Required to Receive LCDBG and Any Other Federal Funding, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

A RESOLUTION ADOPTING A LANGUAGE ACCESS PLAN FOR LIMITED ENGLISH PROFICIENCY PERSONS FOR THE LCDBG PROGRAM

WHEREAS, the City of Minden desires to obtain Louisiana Community Development Block Grant (LCDBG), Local Government Assistance Program (LGAP), Disaster Recovery Unit (DRU), and Community Water Enrichment Fund (CWEF) funds; and

WHEREAS, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP Persons);

NOW, THEREFORE BE IT RESOLVED that the following Language Access Plan for Limited English Proficiency Persons is adopted for use by the City of Minden to comply with requirements for federal funding;

**2025 State of Louisiana
City of Minden
Language Access Plan for Limited English Proficiency Persons**

I. Introduction

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons). The City of Minden is a recipient of federal funds for a portion of its programs and, thus obligated to reduce language barriers that can preclude meaningful access by LEP persons to Minden's Programs. The City has prepared this Language Access Plan (LAP), which defines the actions to be taken to ensure meaningful access to agency services, programs, and activities on the part of persons who have limited English proficiency.

In preparing this LAP, the City of Minden conducted a four-factor analysis, considering (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the City or its federally funded programs, (2) frequency with which LEP persons come into contact with the City's programs, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. The City will review and update, on an annual basis, this LAP in order to ensure continued responsiveness to community needs.

II. Description of Covered Program(s)

The City of Minden administers the following federal and state grant program(s):

- A. Louisiana Community Development Block Grant Program (LCDBG)
The LCDBG Program is a federally funded (HUD) program which provides grants to units of local government in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Grants are made to these communities for primary needs such as potable water, water for fire protection, sewer, streets, and economic development activities.
- B. Local Government Assistance Program (LGAP)
LGAP funds are used to assist units of local government for needed infrastructure and long-term capital improvements in rural areas. The LGAP Program is designed to fill the gaps where there are no federal or other funds available to assist a unit of local government with an identified high priority need. Priority is given to those projects which identify and resolve basic human health and safety needs.
- C. Disaster Recovery Unit (DRU)
HUD CDBG Disaster allocations dedicated to recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. These funds have and continue to be allocated to recovery in the storm-impacted areas.
- D. Community Water Enrichment Fund (CWEF)

The purpose of the Community Water Enrichment Fund (CWEF) is to assist units of local government with funding for needed infrastructure and long-term capital improvements for potable water projects in rural areas. The CWEF Program is designed to fill the gaps where there are no federal or other state funds available to assist a unit of local government with an identified high priority need for potable water improvements. Priority is given to those projects which identify and resolve basic human health and safety needs.

III. Four-factor Analysis

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the City of Minden will undertake to provide access to the covered programs for LEP persons.

A. Number or proportion of LEP persons eligible to be served or likely to be encountered by the City of Minden or its federally funded programs. Per the 2020 American Community Survey Decennial Census, the City's population is 11,928. Per the 2023 American Community Survey 5-Year Estimates, approximately 96.5% of the City's population speaks only English, and 3.5% speak a language other than English. 2% of the City's population speaks Spanish or Spanish Creole, and 0.8% speak other Indo-European languages and 0.7% speak Asian and Pacific Island Languages. No other ethnicity has a sizeable limited English proficiency. The table below shows the LEP percentages for each of the above mentioned languages.

Language 1 (name)	Population That Speaks a Language Other Than English	LEP Number	LEP % of Total Minden Population
Spanish/Spanish Creole	214	61	3.5%
Other Indo-European	85	42	0.8%
Asian and Pacific Island	79	70	0.7%

1. LCDBG – Eligible applicants to the LCDBG program are non-entitlement communities in Louisiana, which includes the City of Minden.
 2. LGAP – All Louisiana municipalities and parishes are eligible to apply for funds excluding the HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.
 3. DRU – The DRU translates actions plans into Vietnamese and Spanish based on census data for impacted areas.
 4. CWEF – All Louisiana municipalities and parishes are eligible to apply for funds excluding the HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.
- B. Frequency with which LEP persons come into contact with the programs
1. LCDBG – Throughout the history of the LCDBG Program the City has not encountered a LEP person.
 2. LGAP – There are no direct beneficiaries of the LGAP; all funds are granted to local governments.
 3. DRU – DRU does not have any record of encounters with LEP persons.
 4. CWEF – There are no direct beneficiaries of the CWEF Program; all funds are granted to local governments.
- C. Nature and importance of the program, activity, or service provided by the program
1. LCDBG – While LCDBG programs deal mostly with public infrastructure, there is some direct benefit to the beneficiaries of sewer and water hook-ups on private property. Gathering of income data in order to determine income level can result in contacting a LEP person(s). Also, CDBG has a Citizen Participation requirement in order for the City to identify the community

- development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.
2. LGAP – There is no direct benefit in this program.
 3. DRU – DRU has various types of programs and participates in direct benefit activities. Also, CDBG has a Citizen Participation requirement in order for the City to identify the community development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.
 4. CWEP – There is no direct benefit in this program.
- D. Resources available and costs to the recipient
1. LCDBG – Documents determined to be a vital will be translated when contact is made with an LEP person and a language is identified. If necessary, the document will be faxed or emailed to a telephone interpreter for immediate translation by phone. Language assistance measures will be determined as needed upon initial contact and language identification. Also, written translation is available through computer software.
 2. LGAP – No resources are needed, as there are not documents produced which are necessary for public viewing.
 3. DRU - Documents determined to be a vital will be translated when contact is made with an LEP person and a language is identified. If necessary, the document will be faxed or emailed to a telephone interpreter for immediate translation by phone. Language assistance measures will be determined as needed upon initial contact and language identification. Also, written translation is available through computer software.
 4. CWEP - No resources are needed, as there are not documents produced which are necessary for public viewing.

IV. Actions to be taken by the City of Minden

After careful consideration of the four-factors identified above, the City of Minden will take the following actions:

- A. The City has appointed the following Language Access Coordinator to serve for all programs:
 1. Melaney Langford, City Clerk, P.O. Box 580, Minden, LA 71058.
- B. The City’s LAP will be distributed to all City’s office employees.
- C. All City office employees and the Language Access Coordinator will maintain and be trained to use an I Speak Language Identification Document for use during encounters with LEP persons. After the appropriate language has been identified, the City’s Receptionist will contact the Language Access Coordinator for further instructions. If the need to access services is identified either by phone or email, the City’s staff shall immediately contact their Language Access Coordinator who will take appropriate action to ensure meaningful communication.

CERTIFICATE

I, Melaney Langford, Clerk of the City of Minden, hereby certify that the attached constitutes a true and accurate copy of a Policy, which UPON MOTION of _____, seconded by _____, was adopted by the following Yea and Nay vote:

YEA(S): NAY(S): ABSENCE(S): ABSTENTION(S):

and the same was declared adopted by the Mayor on this _____ day of _____, 2025.

 Melaney Langford, Clerk
 City of Minden, Louisiana

Minden City Council

Regular Session

Monday, January 6, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (10) Adopt Ordinance No. 1153 – An Ordinance to Authorize an Act of Sale by the City of Minden to Sell Certain Adjudicated Properties (Parcels 109934 & 110676) by Public Auction; and, Further Providing with Respect Thereto

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1153 – An Ordinance to Authorize an Act of Sale by the City of Minden to Sell Certain Adjudicated Properties (Parcels 109934 & 110676) by Public Auction; and, Further Providing with Respect Thereto, as presented.”

MOTION: _____ SECOND: _____

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

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

ORDINANCE NO. 1153

AN ORDINANCE TO AUTHORIZE AN ACT OF SALE BY THE CITY OF MINDEN TO SELL CERTAIN ADJUDICATED PROPERTIES (PARCELS 109934 & 110676) 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# 109934:** LOT THIRTEEN (13) OF JACK BATTON SUBDIVISION SITUATED IN THE SOUTHEAST QUARTER OF NORTHWEST QUARTER (SE ¼ OF NW ¼) OF SECTION 21, TOWNSHIP 19 NORTH, RANGE 9 WEST, MINDEN, WEBSTER PARISH, LOUISIANA, PER MAP AND PLAT OF SAID SUBDIVISION ON FILE AN OF RECORD IN MAP BOOK 2, PAGE 50 OF THE OFFICIAL RECORDS OF WEBSTER PARISH, LOUISIANA, TOGETHER WITH ALL IMPROVEMENTS THEREON AND ALL RIGHTS THERETO BELONGING;; MUNICIPAL ADDRESS: 612 BATTON STREET, MINDEN, LA; ADJUDCIATED TO THE CITY ON 05/23/2014

Purchaser: John Swindell **Bid:** \$10,000.00 **Auction Date:** December 19, 2024

2. **PARCEL# 110676:** LOTS 11 AND 12, WARSAW ADDITION TO THE CITY OF MINDEN, WEBSTER PARISH, LOUISIANA, TOGETHER WITH ALL IMPROVEMENTS THEREON AND ALL RIGHT THERETO BELONGING; MUNICIPAL ADDRESS: 617 & 619 SUNSET LANE; MINDEN, LA, ADJUDICATED TO THE CITY IN 2010 & FILED 7/18/2011

Purchaser: Kenneth Walker **Bid:** \$2,933.33 **Auction Date:** December 19, 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, the E&P Consulting Services, LLC will certify in writing to City Attorney and 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.

PASSED AND ADOPTED by the Council of the City of Minden on this ___ day of _____, 2025, by the following vote and upon motion and second of _____ and _____, respectively.

AYE(S):

NAY(S):

ABSTENTION(S):

ABSENCE(S):

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, January 6, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(II) Award Bid No. 05-2025 – AVL Equipment and Installation – Civic Center

Discussion:

See attached.

Suggested Wording of Motion:

“I move to award Bid No. 05-2025 – AVL Upgrade and Installation – Civic Center to the lowest qualified bidder meeting all requirements, American AVL.”

MOTION: _____ SECOND: _____

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

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

Memo

To: Nicholas A. Cox, Mayor
From: Melaney Langford, City Clerk
Date: 12/13/2024
Re: Bid #05 – 2025 AVL Equipment and Installation

After reviewing the bids and all submitted documents, I recommend awarding Bid No. 05 – 2025 AVL Equipment and Installation to American AVL, as they are the lowest, qualified bidder and meet all specified requirements.

Thank you,


Melaney Langford, City Clerk

AVL Equipment and Installation

BID NUMBER 05 - 2025

Bid Date: Friday, November 13, 2023 at 2:00 p.m.

BID RESULTS

CONTRACTOR NAME	LICENSE NO.	BID BOND	ADD. ACKNOH.	BASE BID	ALTERNATE NO. 1	ALTERNATE NO. 2
American Audio Inc (DBA: AMERICAN AVL)	23122		✓	127,922.00		

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Minden City Council

Regular Session

Monday, January 6, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(12) Personnel – Minden Police Department New Hire

Discussion:

Cody James – 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 Cody James 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 *NAC*

Cc: April Aguilar

FROM: Chief Jared McIver

DATE: 12/09/2024

Re: Full Time Police Officer New Hire

I, Chief Jared McIver, am submitting a written request to hire applicant, Cody Lane James, as a Minden Police Department full-time Officer at a starting rate of \$15.00 an hour, non-exempt hourly status. James has successfully passed the civil service exam and is POST certified, James follows all job description requirements and would be a great addition to the department.


Thank you in advance,

Chief Jared McIver

A handwritten signature in cursive script that reads "Jared McIver". The signature is written in black ink and is positioned below the typed name "Chief Jared McIver".

Chris Cheatham

From: Kenneth James
Sent: Friday, December 6, 2024 1:02 PM
To: Chris Cheatham
Subject: cody james test
Attachments: image001.png



MINDEN POLICE DEPARTMENT
Jared McIver
Chief of Police

Lt. Kenneth James
Narcotics

520 Broadway - Minden, LA 71055
318/371-4226 318/371-4222 (fax)
318/532-9083 (cell) kjames@mindenusa.com

"To Protect With Courage
To Serve With Compassion."

From: Cody James <jamescodyakabo@yahoo.com>
Sent: Friday, December 6, 2024 10:24 AM
To: Kenneth James <kjames@mindenusa.com>
Subject: Fw: Online Exam Results

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Friday, December 6, 2024, 10:17 AM, OSE Online Testing <OSEOnlineTesting@LA.GOV> wrote:



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Cody James,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on December 4, 2024, with a score of **81** percent. Your test score is valid beginning December 6, 2024 and will expire on June 6, 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.

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Agenda Fact Sheet

Agenda Item:

(13) Minden Planning Commission Appeal

Discussion:

On December 5, 2024, the Minden Planning Commission voted to change the zoning for property located at 901 Park Highway from R-2 (Residential) to R-5 (Multi-Family Residential). A letter appealing this decision was received on December 19, 2024.

See attached.

Suggested Wording of Motion:

“I move to uphold the December 5, 2024 decision of the Minden Planning Commission.”

OR

“I move to reverse the December 5, 2024 decision of the Minden Planning Commission and remand this matter back to the Minden Planning Commission for further consideration.”

MOTION: _____ SECOND: _____

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

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

PROCEEDINGS OF THE MINDEN PLANNING COMMISSION OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON DECEMBER 5TH, 2024.

The Minden Planning Commission met at City Hall, Minden, Louisiana at 10:00 a.m. Members present: Chairman; Morris Busby, Chairpersons; Joean McWoodson, Braley Raborn, and Michael Davis. Absent: Joey Frye. Also attending: Ronald Anderson and Carl Brogdon.

Joean McWoodson made a motion to approve the minutes from the November 7th, 2024, meeting as presented. The motion was seconded by Braley Raborn and it carried unanimously.

(1) **Dianna Jones** – Ms. Dianna Jones was present to represent her zoning change request on property owned by Kyndall Hawkins on 901 Park Hwy. The zoning change request on this property is from R-2 (Residential) to R-5 (Multi Family Residential.)

The purpose of this zoning change request is for the proposed construction of townhomes on the property.

After a lengthy discussion a motion was made by Michael Davis to **APPROVE** the zoning variance for the property located at 901 Park Hwy. The motion was seconded by Joean McWoodson. The motion carried with 3-to1 with Braley Raborn voting **NAY**.

Everyone was reminded that the decision of the Commission shall be final and shall become effective after a fourteen-day appeal period.

With no other business on the agenda, a motion was made by Joean McWoodson to adjourn the meeting. The motion was duly seconded by Michael Davis and it carried unanimously.

Morris Busby, Chairperson



Appeal of the Zoning ordinance from R2 to R5 on Park Highway

We the residents in the area surrounding this rezoning, want to lodge an appeal and our disapproval for this change. This is a mainly residential neighborhood. We feel that any additional kind of multi-family project would not be beneficial to our neighborhood. We are also concerned as to what impact this would have on our property values going forward. Your consideration on this matter would be appreciated.

Veronica Anderson

Johann & Ellis Cook

Blake Branch

Michelle Anderson

Ronald Anderson

Virginia Watson

Max Vallachi

Art Jones

Christopher Hawkins

Carl Jackson Brogan

Carl Brogan

Elina B. Coppola

Minden City Council
Regular Session
Monday, January 6, 2025
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Agenda Fact Sheet

Agenda Item:

(14) Budget/Financial Report for November 2024

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council
Regular Session
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Agenda Fact Sheet

Agenda Item:

15) Fire Report for December 2024

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council
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Agenda Fact Sheet

(16) Police Report

City Fines	\$12,184.50
District Attorney’s Office	\$0.00
Crime Lab	\$460.00
City Court.....	\$507.00
Marshal’s Office	\$480.00
Indigent Defender.....	\$710.00
Victim’s Fund	\$0.00
Clerk’s Fund.....	\$32.00
Community Service.....	\$0.00
WARE Center	\$120.00
LA Commission on Law Enforcement	\$28.00
Off-Duty Witness Fee	\$188.00
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	\$70.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$160.00
Judicial Education.....	\$7.00
TOTAL	\$14,994.50

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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

ELLIOT, JACLAND	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	
GILLINS, DONALD	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
GWYN, JOHN	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	0.00	0.00	0.00	0.00	100.00	
JACKSON, REGGIE	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	
GILL, DMARCUS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	
TATE, JALARICUS	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	0.00	0.00	0.00	0.00	100.00	
LINDNER, KENNETH	50.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.50	
DOOLEY, JUDE	50.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.50	
JACKSON, DAVID	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.00	
GREEN, TADARRIUS	50.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.50	
HARRIS, JACOURTNEY	100.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
UTLEY, LESLIE	50.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
HARRIS, JACOURTNEY	51.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228.50	
WARE, MARY	30.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.50	
WRIGHT, APRIL	42.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	219.50	
WARREN, RICHARD	72.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	249.50	
ROBINSON, ERIC	50.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.50	
SEYMOR, PEARLY	100.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
RHONE, CHACORIA	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	
KEMP, HENRY	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	0.00	0.00	0.00	0.00	0.00	75.00	
JACKSON, TREY	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	
GILL, FREDERICK	50.00	0.00	20.00	36.50	30.00	40.00	0.00	0.00	0.00	13.50	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	212.50	
MCGWRIGHT, MARCUS	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	0.00	0.00	0.00	0.00	50.00	
OVERALL, SETH	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	0.00	0.00	0.00	0.00	0.00	75.00	
HANSON, MELODY	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	0.00	0.00	0.00	0.00	0.00	60.00	
LATHAN, KIMBERLY	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	
	12,184.50	0.00	480.00	507.00	480.00	710.00	0.00	32.00	0.00	120.00	28.00	188.00	0.00	0.00	0.00	0.00	48.00	70.00	160.00	7.00	14,894.50						