

**Minden City Council
REGULAR SESSION**



Monday, December 1, 2025 – 6:00 p.m.

City Hall – Council Chambers

**To watch the live stream, please visit: <https://www.youtube.com/@cityofminden> or
<https://www.facebook.com/cityofminden>**

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 Workshop Held on November 3, 2025**
- (2) Adopt Minutes of the Minden City Council Regular Session Held on November 3, 2025**
- (3) Adopt Minutes of the Minden City Council Special Session Held on November 17, 2025**
- (4) Adopt Ordinance No. 1164 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 34 – Criminal Code: Article IX, Nuisance Abatement Zones: Section 34-295. – Definitions, Section 34-296. – Applicability, Section 34-297. – Enforcement and Penalties**
- (5) Adopt Resolution – Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2024 – 09/30/2025**
- (6) Adopt Resolution – Authorizing Mayor Cox to Execute a Cooperative Endeavor Agreement Between the City of Minden and the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation Funds in the amount of \$50,000**
- (7) Adopt Resolution – Authorizing Mayor Cox to Execute a Cooperative Endeavor Agreement Between the City of Minden and the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation Funds in the amount of \$200,000**
- (8) Authority to Advertise for Bids for the Industrial Drive Rehabilitation at HWY 531 Project**
- (9) Authority for Mayor Cox to Execute a Deed for Donation to City of Minden of Tract of Land and Access & Utility Servitude for Lift Station Improvements**
- (10) Condemned Property – 1213 Bayou Avenue – Annie Lee Bolen Clark Estate**
- (11) Condemned Property – 621 East Union Street – Randall Wayne Wilson**
- (12) Condemned Property – 123 St. Rest Street – Randall Wayne Wilson**
- (13) Condemned Property – 438 Martin Luther King Drive – C.L. Baker**
- (14) Personnel – Minden Police Department Promotion (Cadyn O'Connor)**
- (15) Personnel – Minden Police Department Promotion (LaDarrius Joseph)**
- (16) Personnel – Minden Police Department Promotion (Jordon Greer)**
- (17) Personnel – Minden Police Department New Hire (KenDale Booker)**
- (18) Budget/Financial Report for October 2025**
- (19) Fire Report for November 2025**
- (20) Police Report for October 2025**

Announcements – Council Comments – Adjournment

Public Comments Limited to Three (3) Minutes

Minden City Council
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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Workshop Held on November 3, 2025

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Workshop held on November 3, 2025, as presented.”

MOTION: _____ SECOND: _____

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

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

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN WORKSHOP HELD ON NOVEMBER 3, 2025**

The Minden City Council met at City Hall in Minden, Louisiana, beginning at 5:00 p.m. with the following members present: Mayor Nick Cox, Carlton Myles, Levon Thomas, Latasha Mitchell, and Michael Roy. Absence(s): Andy Pendergrass. Mayor Cox welcomed everyone to the meeting.

The following topics were discussed: Project Celebration, Inc., the Webster Parish Convention and Visitors Commission, miscellaneous city matters, the September 2025 police report, the October 2025 fire report, and the September 2025 budget report. No votes were cast during these discussions.

There being no further business, the meeting was adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Adopt Minutes of Minden City Council Regular Session Held on November 3, 2025

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session Held on November 3, 2025, as presented.”

MOTION: _____ SECOND: _____

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

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

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN REGULAR SESSION HELD ON NOVEMBER 3, 2025**

The Minden City Council met in Regular Session 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, and Michael Roy. Absence(s): Andy Pendergrass. Mayor Cox welcomed everyone to the meeting. Prayer was offered by Levon Thomas and the Pledge of Allegiance was led by Latasha Mitchell. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Carlton Myles moved to adopt the minutes of the Minden City Council Workshop held on October 6, 2025, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

Upon motion of Carlton Myles and duly seconded by Latasha Mitchell, the council unanimously adopted the minutes of the Minden City Council Regular Session held on October 6, 2025, as presented. Absence(s): Andy Pendergrass.

Upon motion of Michael Roy and duly seconded by Latasha Mitchell, the council unanimously adopted the minutes of the Minden City Council Special Session held on October 13, 2025, as presented. Absence(s): Andy Pendergrass.

Latasha Mitchell moved to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale as presented. This resolution is to surplus a 2004 Shop Made Utility Trailer, a 2006 Ford Crown Victoria Police Interceptor, a 2009 Ford Crown Victoria Police Interceptor, and a 2012 Chevrolet Silverado 1500. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

Michael Roy moved to authorize Mayor Cox to execute the First Amendment to Municipal Materials Management Agreement, subject to attorney review. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

Upon motion by Michael Roy and duly seconded by Carlton Myles, the council unanimously granted the requests for access to the City of Minden Water System for property located at 384, 388, and 406 Guy Miller Road at the owner's expense with the following stipulations: (1) all installations will be made according to City specifications, inspection, and approval; (2) the site and location of water meters will be contingent upon

City approval; and (3) water rates will be subject to "outside city limits rates."

Absence(s): Andy Pendergrass.

Carlton Myles moved to approve the reappointment of Brian Meeker to the Minden Main Street Program/Downtown Development Commission for the term beginning on September 9, 2025, and expiring on September 8, 2028, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Absence(s): Andy Pendergrass.

Upon motion of Carlton Myles and duly seconded by Michael Roy, the council unanimously approved the promotion of Minden Police Officer Marlin Choyce to the rank of Police Officer First Class, as presented. Absence(s): Andy Pendergrass.

Carlton Myles moved to approve the promotion of Minden Police Officer Dedrick Anderson, Jr. to the rank of Police Officer First Class, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

Carlton Myles moved to approve the promotion of Minden Police Officer Jessica Thompson to the rank of Police Officer First Class, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

Carlton Myles moved to approve the promotion of Minden Police Officer Branthony Brown to the rank of Police Officer First Class, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

Upon motion of Michael Roy and duly seconded by Latasha Mitchell, the council unanimously confirmed DeAveon D. Benjamin as a full-time police officer in the Minden Police Department, subject to passing all applicable tests. Absence(s): Andy Pendergrass.

Michael Roy moved to confirm Austin M. Clouston as a full-time police officer in the Minden Police Department, subject to passing all applicable tests. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

City Clerk Melaney Langford presented the Budget/Financial Report for the month of September 2025. No motion was required.

Latasha Mitchell moved to accept the Annual Fire Report for the Year 2025, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Absence(s): Andy Pendergrass.

The Police Report for the month of September 2025 was unanimously accepted, as presented, by motion of Carlton Myles and second by Michael Roy. Absence(s): Andy Pendergrass.

Carlton Myles, 2025 National Night Out Chairman, presented proclamations to the 2025 National Night Out Block Party Hosts.

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

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(3) Adopt Minutes of Minden City Council Special Session Held on November 17, 2025

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Special Session Held on November 17, 2025, as presented.”

MOTION: _____ SECOND: _____

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

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

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN SPECIAL SESSION HELD ON NOVEMBER 17, 2025**

The Minden City Council met in Special Session at City Hall in Minden, Louisiana, beginning at 11:00 a.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.

Regarding Item (1), *Consideration of Fire Chief Brian Williams' Recommendation of Disciplinary Action Against Michael Tyler Mandino Following a Pre-Disciplinary Hearing Held on October 23, 2025, Arising from His Conduct that Occurred on or About August 23, 2025, and Take Any Action the Minden City Council Deems Appropriate in Accordance with Applicable Law*, Mayor Cox announced that the matter had resolved itself and no action by the Minden City Council was necessary. No action was taken.

With there being no further business, the meeting was adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council
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Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (4) Adopt Ordinance No. 1164 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 34 – Criminal Code: Article IX, Nuisance Abatement Zones: Section 34-295. – Definitions, Section 34-296. – Applicability, Section 34-297. – Enforcement and Penalties

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1164 – An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 34 – Criminal Code: Article IX, Nuisance Abatement Zones: Section 34-295. – Definitions, Section 34-296. – Applicability, Section 34-297. – Enforcement and Penalties, as presented.”

MOTION: _____ SECOND: _____

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

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

ORDINANCE NO. 1164

AN ORDINANCE TO AMEND AND REENACT THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF LOUISIANA, CHAPTER 34 – CRIMINAL CODE: ARTICLE IX, NUISANCE ABATEMENT ZONES: SECTION 34-295. – DEFINITIONS, SECTION 34-296. – APPLICABILITY, SECTION 34-297. – ENFORCEMENT AND PENALTIES

AN ORDINANCE amending and reenacting Chapter 34 of the Minden Code of Ordinances, Criminal Code: Article IX, Sections 34-295, 34-296, and 34-297, for clarification as provided herein.

WHEREAS, Article IX, Nuisance Abatement Zones, Section 34-295. – Definitions, defines the terms *Nuisance Abatement Zone*, *Defined Property*, *Nighttime Noise Hours*, *Prohibited Public Nuisance Acts on Defined Property in a Nuisance Abatement Zone*, and *Preparatory Conduct Toward a Public Nuisance*; and

WHEREAS, Article IX, Nuisance Abatement Zones, Section 34-296. – Applicability, outlines the Nuisance Abatement Zone; and

WHEREAS, Article IX, Nuisance Abatement Zones, Section 34-297. – Enforcement and Penalties, outlines the authority for law enforcement officers to issue orders to individuals who commit prohibited public nuisance acts in Nuisance Abatement Zones and outlines penalties for those charged and convicted of prohibited public nuisance acts in Nuisance Abatement Zones.

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

ARTICLE IX.

NUISANCE ABATEMENT ZONES

Section 34-295. – Definitions.

For the purposes of this ordinance, the following terms shall have the meanings set forth below:

Nuisance Abatement Zone means an area located within a 300-foot radius of an establishment licensed for the retail sale of alcoholic beverages which is adjacent to a residential neighborhood.

Defined Property means any privately-owned parcel of land, whether commercial or non-commercial, located within a Nuisance Abatement Zone, which is not in active residential use, lacks being surrounded on all sides by a six-foot, substantially opaque privacy fence constructed of wood, vinyl, PVC, composite, masonry, or other durable fencing material designed so that visibility through the fence is negligible. Standard wood privacy fences with narrow expansion gaps not exceeding approximately one-half inch between slats shall be considered compliant, and is occupied by a gathering of ten or more persons at any one time at which prohibited public nuisance acts are suspected of being committed.

Nighttime Noise Hours means 10:01 p.m. on one day until 6:59 a.m. on the following day.

Prohibited Public Nuisance Acts on Defined Property in a Nuisance Abatement Zone means any and all of the following:

- (a) *Unreasonable Nighttime Noise*: Generating noise (including, but not limited to, from voices or music) during Nighttime Noise Hours which is plainly audible from a distance

of fifty feet (50') beyond the property line of a Defined Property. (Herein enacted as a violation of the Minden City Code.)

- (b) *Littering*: Intentionally discarding on the ground, whether public or private, any bottle, can, wrapper, or other form of litter. (La. R.S. 30:2531).
- (c) *Harassment*: Offensive verbal address to anyone with intent to deride, offend, or annoy. (Disturbing the Peace, La. R.S. 14:103).
- (d) *Blocking a Public Street or Sidewalk*: Obstructing or interfering with the free passage of pedestrians on any public street or sidewalk. (La. R.S. 14:100.1).
- (e) Possession while on any parking lot, street, sidewalk, or other public space of open containers of any alcoholic beverage in violation of Minden City Code Sec. 6-7 (prohibition of the possession of alcoholic beverages in public places) and/or Sec. 6.7.1 (drinking in public places).

Preparatory Conduct Toward a Public Nuisance means conduct that reasonably indicates an intent to engage in prohibited public nuisance acts, including but not limited to:

- (a) the setup or operation of amplification or sound equipment;
- (b) the open display or distribution of alcoholic beverages intended for public consumption;
- (c) the placement of vehicles or objects that impede access, visibility, or emergency movement;
- (d) aggressive, confrontational, or escalating behavior consistent with the onset of nuisance activity; or
- (e) any other conduct reasonably associated with the beginning stages of nuisance activity. Preparatory conduct shall be evaluated based on the totality of the circumstances, considering specific and articulable facts known to the officer at the time.

Section 34-296. – Applicability.

This ordinance shall apply to all Defined Property within the corporate limits of the City of Minden located in a Nuisance Abatement Zone.

Section 34-297. – Enforcement and Penalties.

- (a) A law enforcement officer who observes, including during investigation of a complaint, an individual or persons committing one or more prohibited public nuisance acts on Defined Property in a Nuisance Abatement Zone has the authority, under his or her discretion, to issue a clear and direct order to the individual or persons observed to cease the prohibited public nuisance act or acts and disperse from the property. A law enforcement officer may also issue a clear and direct order for individuals or groups to disperse when, based on specific and articulable facts, the officer has reasonable suspicion that prohibited public nuisance acts are imminent, even if such acts have not yet fully occurred.
- (b) Should the individual or persons refuse to comply with the officer's lawful order to cease the prohibited public nuisance act or acts and disperse from the property, the individual or persons may be charged with one or more of the prohibited acts as provided in Section 5 herein.
- (c) The enforcement efforts of subsections 1.(a) and 1.(b) of this Section shall not prohibit or interfere with the authority of a law enforcement officer to charge any individual found to violate any law of the State of Louisiana or any ordinance of the City of Minden at any location within the city limits of the City of Minden.

- (d) Individuals charged and convicted of a prohibited public nuisance on Defined Property in a Nuisance Abatement Zone act punishable under the Minden City Code or State Statute shall be subject to a fine of not more than \$250 or a term of imprisonment of not more than 25 days, or both, for the initial offense. Upon being charged and convicted or a second offense, a fine of not more than \$350 or a term of imprisonment of not more than 45 days, or both, for this subsequent offense. Upon conviction of a third offense, a fine of not more than \$500 or a term of imprisonment of not more than 60 days, or both, for this subsequent offense.
- (e) Individuals charged and convicted of a prohibited public nuisance act on Defined Property in a Nuisance Abatement Zone punishable under State Statute may be charged, alternatively, as provided by State Statute and subject to the fines and punishment provided therein.
- (f) Further, the City may enforce this ordinance through all civil remedies available, including, but not limited to, injunctive relief against the property owner of the Defined Property.

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

BE IT FURTHER ORDAINED that this ordinance shall take upon its adoption by the City Council and publication in the official journal of the City of Minden, as required by law.

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (5) Adopt Resolution – Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2024 – 09/30/2025

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2024 – 09/30/2025, as presented.”

MOTION: _____ SECOND: _____

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

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

RESOLUTION

**LOUISIANA COMPLIANCE QUESTIONNAIRE
FOR THE AUDIT PERIOD OF OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2025**

WHEREAS, the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2024 – 09/30/2025 was furnished to the City of Minden, completed by the Mayor and his staff, and presented to the members of the City Council; and

BE IT RESOLVED that the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2024 – 09/30/2025 is adopted. Now, therefore, the Minden City Council directs that the Questionnaire be submitted to the City's Auditors – Allen, Green & Williamson, LLP for comments.

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

CERTIFICATE

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

The same was declared adopted by the Mayor this ___ day of _____ 2025.

Melaney Langford, City Clerk
City of Minden

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

Dear Chief Executive Officer:

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

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

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

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

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

December 1, 2025

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

In connection with your audit of our financial statements as of 09/30/2025 and for 10/01/2024 – 09/30/2025 for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of 11/21/2025.

PART I. AGENCY PROFILE

1. Name and address of the organization.

City of Minden
520 Broadway Street
Minden, Louisiana 71055

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

U.S. Census 11,928

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

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

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

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

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

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

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

4. Period of time covered by this questionnaire.

10/01/2024 – 09/30/2025

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

Special Act of the Legislature

6. Briefly describe the public services provided.

Electrical, Water, Sewage, Streets, Recreation

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

12/31/2026

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

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

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

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

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

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

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

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

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

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

PART IV. LAWS AFFECTING BUDGETING

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

A. Local Budget Act

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

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

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

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

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

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

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

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

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

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

B. State Budget Requirements

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

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

C. Licensing Boards

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

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

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART VI. MEETINGS

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

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

PART VII. ASSET MANAGEMENT LAWS

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

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

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

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

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

PART IX. DEBT RESTRICTION LAWS

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

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

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

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

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

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

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

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

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

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

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

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

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

PART XI. ISSUERS OF MUNICIPAL SECURITIES

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

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

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

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

- A Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B Development of a capital improvement program on a selective basis, R.S. 48:755.
- C Centralized purchasing of equipment and supplies, R.S. 48:755.
- D Centralized accounting, R.S. 48:755.
- E A construction program based on engineering plans and inspections, R.S. 48:755.
- F Selective maintenance program, R.S. 48:755.
- G Annual certification of compliance to the auditor, R.S. 48:758.

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

School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

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

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

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

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

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

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

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

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

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

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

Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

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

Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

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

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

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

District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

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

Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.

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

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

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

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

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

Libraries

41. We have complied with the regulations of the Louisiana State Library.

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

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

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

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

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

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

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

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

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

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

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

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

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

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

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

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

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

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

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

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

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

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

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

53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

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

Sewerage Districts

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

Waterworks Districts

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

Utility Districts

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

Drainage and Irrigation Districts

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

Fire Protection Districts

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

Other Special Districts

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

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

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

Secretary _____ Date

Treasurer _____ Date

President _____ Date

Minden City Council
Regular Session
Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (6) Adopt Resolution – Authorizing Mayor Cox to Execute a Cooperative Endeavor Agreement Between the City of Minden and the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation Funds in the amount of \$50,000

Discussion:

This is a Cooperative Endeavor Agreement with the State of Louisiana Department of the Treasury to reimburse the City of Minden with Act 461 of 2025 Regular Legislative Session line item appropriation funds in the amount of \$50,000. These funds are to be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive at Hwy. 531.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Mayor Cox to Execute a Cooperative Endeavor Agreement Between the City of Minden and the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation Funds in the amount of \$50,000, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

RESOLUTION FOR THE COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF MINDEN, LOUISIANA, AND THE LOUISIANA DEPARTMENT OF THE TREASURY AND THE STATE OF LOUISIANA REGARDING ACT 461 OF 2025 REGULAR LEGISLATIVE SESSION LINE ITEM APPROPRIATION OF \$50,000.

WHEREAS, the City of Minden intends to enter into a Cooperative Endeavor Agreement with the Louisiana Department of the Treasury and the State of Louisiana for funding from the Act 461 of 2025 Regular Legislative Session Line Item Appropriations of \$50,000; and

THEREFORE BE IT RESOLVED THAT, the Honorable Nicholas A. Cox, Mayor, on behalf of the City of Minden, be empowered, directed and authorized to sign any and all documents on behalf of the Cooperative Endeavor Agreement with the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation of \$50,000 to be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive at Hwy. 531.

The foregoing Resolution was adopted on the ___ day of _____ 2025, by motion and second of _____ and _____, and the vote was 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 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

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT
(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as "State" and/or "Agency" and City of Minden officially domiciled at 520 Broadway, Minden, LA 71055, hereinafter referred to as "Contracting Party".

ARTICLE I - WITNESSETH

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Acts of the 2025 Regular Legislative Session of the Louisiana Legislature, which were adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 461 of 2025 RLS contains a line item appropriation within the Agency's budget for the benefit of City of Minden of which the sum of \$ 50,000 has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: repairs to Industrial Drive ;

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with said Act of the 2025 Regular Legislative Session, if applicable and the Governor's Executive Order JML 2024-113 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II – SCOPE OF SERVICES

2.1 The Contracting Party shall: This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.

2.2 Deliverables: Removal of approximately 1,500' of asphaltic roadway and replace with concrete roadway to handle heavy truck traffic entering and exiting a truck stop.

The Contracting Party will provide to the State written quarterly Progress Reports (Attachment C) outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly Cost Reports (Attachment D) which provide detailed cost information outlining the use of the above referenced appropriated funds. Attachment C, Progress Report and Attachment D, Cost Report are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The Budget for this project is incorporated herein as Attachment B which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The Budget for this project shall not exceed the total sum of \$50,000 which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the Budget attached as "Attachment B", without the prior approval of the State. Attachment B Page 2 - Staffing Chart and Attachment B Page 3 - Schedule of Professional and Other Contracting Services are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): Attachment E - Disclosure and Certification Statement to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this Attachment E, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of "Good Standing" from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in Attachment B Page 3 and any attachments thereto, Attachment E-1 - Disclosure and Certification Statement to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph. For public or quasi-public entities which are recipients under Acts of the 2025 Regular Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury's submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

2.5 The recipient assures that elected/appointed officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines "immediate family" as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1101 et seq.

ARTICLE III – CONTRACT MONITOR

3.1 The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

3.2 Monitoring Plan: During the term of this Agreement, the Contracting Party shall discuss with the State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party's Plan to ensure the Contracting Party's compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party's written, Attachment C-Progress Report and Attachment D-Cost Report and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in Attachment D-Cost Report are in compliance with the approved Goals in Attachment A Plan. The Contract Monitor shall coordinate with the Agency's fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV – PAYMENT TERMS

4.1 Payment shall be made to the Contracting Party under the terms and conditions of Plan A as detailed below:

PLAN A: Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Expenses and/or purchases related to immovable property and/or motor vehicle acquisitions/purchases must be titled in the name of the entity that received the line-item appropriation. If at any time during the agreement and for a period of three years after the acceptance of a final cost report by the Louisiana Department of Treasury, the immovable property or motor vehicle(s) are sold for any reason, any and all funds received from such sale shall be returned to the state.

4.3 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as Attachment F, in addition to all other required submissions, for such reimbursement.

4.4 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2025 and June 30, 2026, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of State Procurement or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2026, MUST, under all circumstances, be received by the Agency no later than July 15, 2026, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.5 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under said Act of the 2025 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2026.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Louisiana Department of Revenue, Office of Debt Recovery for collection purposes.

4.6 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number 72-6000902.

A TICLE V – TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI – TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII – OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII – ASSIGNMENT

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX – FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

ARTICLE X – AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

ARTICLE XI - AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of State Procurement, Division of Administration, or other delegated authority prior to the alteration, variation, modification or waiver of any provision of this Agreement. This agreement may not be amended after the expiration date.

ARTICLE XII – FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII – TERM OF CONTRACT

13.1 This Agreement shall begin on July 1, 2025 and shall terminate on June 30, 2026. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2026. There is no extension of the June 30, 2026 deadline without legislative action and approval.

ARTICLE XIV – DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

CONTRACTING PARTY:

THUS DONE AND SIGNED AT , Louisiana on

WITNESSES:

Authorized Signer

Print Name and Title

DEPARTMENT OF TREASURY - STATE OF LOUISIANA:

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on

WITNESSES:

Agency Head or Designee

Print Name and Title

ATTACHMENT A - PLAN	NAME OF CONTRACTING PARTY: City of Minden
Act 461 of 2025 RLS Schedule 20	NAME AND BRIEF NARRATIVE OF PROGRAM: repairs to Industrial Drive
<p>1. PROGRAM GOAL <i>(Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)</i> This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.</p>	
<p>2. PROGRAM OBJECTIVE(S) <i>(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number.)</i></p> <ol style="list-style-type: none"> 1. Spend approximately \$50,000 to rehabilitate damaged asphaltic roadway on Industrial Drive. 2. 3. 	
<p>3. RELEVANT ACTIVITY (ACTIVITIES) <i>(An activity is a distinct subset of functions or services within a program to meet the Program Objective.)</i> Removal of approximately 1,500' of asphaltic roadway and replace with concrete roadway to handle heavy truck traffic entering and exiting a truck stop.</p>	
<p>4. PERFORMANCE MEASURES(S) <i>(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount, or a number.)</i></p> <ol style="list-style-type: none"> 1. Amount spent to rehabilitate roadway 2. 3. 	

ATTACHMENT B

Page 1

Act 461 of 2025 RLS Schedule 20
City of Minden

Anticipated Income of Revenue

Sources:

(list all sources of revenue)

	<u>Amounts</u>
1. State Funding	\$ 50,000
2. Other Sources	\$ 1,290,600
Total Sources of Funding	<u>\$ 1,340,600</u>

Anticipated Expenditures	Total Amount	Line-Item Appropriation Amount
	<i>(see Footnote 1 below)</i>	<i>(see Footnote 1 below)</i>
Gross Salaries <i>(See Attachment B, Page 2)</i>	\$ 0	\$ 0
Related Benefits <i>(Employer share)</i>	\$ 0	\$ 0
Travel	\$ 0	\$ 0
Operating Services	\$ 0	\$ 0
Professional Services & Contract Services <i>(See Attachment B, Page 3)</i>	\$ 0	\$ 0
Other Charges <i>(See Attachment B, Page 4)</i>	\$ 0	\$ 0
Acquisitions & Major Repairs	\$ 1,340,600	\$ 50,000
Totals	\$ 50,000	\$ 50,000

(Budget categories listed above reflect a typical budget and may be adjusted by the recipient, with prior agency approval, to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3, and 4 of Attachment B).

All numbers must be rounded to the nearest dollar.

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

ATTACHMENT B
Page 2
STAFFING CHART

Act 461 of 2025 RLS Schedule 20
 City of Minden

Name	Title	Total Annual Salary	To be Paid with Appropriation			Full-time/Part-time (# of months worked)
			Salary	Percentage	Related Benefits	
N/A		\$	\$	%	\$	
Totals			\$ 0		\$ 0	

ATTACHMENT B
Page 4
SCHEDULE OF OTHER CHARGES

Act 461 of 2025 RLS Schedule 20
City of Minden

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount.

Each use should be listed separately.

Do NOT budget funds in Other Charges that can be placed in another expenditure category.

Description of Use of Funds	Total Contract Amount	Total Paid by Appropriation
N/A	\$	\$
Total		\$ 0

ATTACHMENT B - SUPPLEMENT

BUSINESS PLAN

Narrative for Justification for Plan B or Plan C

**Act 461 of 2025 RLS Schedule 20
City of Minden**

N/A

ATTACHMENT C

**Act 461 of 2025 RLS Schedule 20
City of Minden**

Progress Report for the Period Ending:

to

Goal: This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.	
Objectives: 1. Spend approximately \$50,000 to rehabilitate damaged asphaltic roadway on Industrial Drive. 2. 3.	
Activity/Activities Performed: Removal of approximately 1,500' of asphaltic roadway and replace with concrete roadway to handle heavy truck traffic entering and exiting a truck stop.	
Performance Measures: 1. Amount spent to rehabilitate roadway 2. 3.	%, \$ amt, or number complete: 1. 2. 3.

ATTACHMENT D

**Act 461 of 2025 RLS Schedule 20
City of Minden**

Progress Report for the Period Ending:

to

EXPENSE CATEGORY	Amount of Line Item Appropriation from Attachment B, Page 1	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries	\$ 0	\$	\$	\$
Related Benefits	\$ 0	\$	\$	\$
Travel	\$ 0	\$	\$	\$
Operating Services	\$ 0	\$	\$	\$
Professional Services	\$ 0	\$	\$	\$
Other Charges	\$ 0	\$	\$	\$
Acquisitions & Major Repairs	\$ 50,000	\$	\$	\$
Totals	\$ 50,000	\$	\$	\$

NOTE: Proof of payment (copy of check or statement) and invoice/receipt for each expenditure must be submitted with this report.

ATTACHMENT D-1

**Act 461 of 2025 RLS Schedule 20
City of Minden**

Progress Report for the Period Ending: _____ **to** _____

Instructions: List each individual and/or Firm and approved budget amount as listed on Page 3 of Attachment B.

Professional Services:

Individual/ Firm	Address	City	State	Zip	Amount of Line-Item Appropriati on from Attachmen t B	Quarterly Expenditure s	Total Cumulative Year to Date Expenditur es	Balance Remainin g
N/A					\$	\$	\$	\$
Total					\$ 0			

NOTE: An Attachment E-1 must be submitted for any sub-contractor listed on this attachment. If the sub-contractor has not been determined, indicate "To Be Determined" in the appropriate column. No expenses will be allowed for a sub-contractor until an Attachment E-1 is completed.

ATTACHMENT E
Disclosure and Certification

Act 461 of 2025 RLS Schedule 20
City of Minden

Entity Name: City of Minden

Entity Mailing Address: 520 Broadway, Minden, LA 71055

Name of Program: This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.

Organization Type: Municipality

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Name	Title	Street Address	City	State	Zip
Nicholas A. Cox	Mayor	520 Broadway	Minden	LA	71055
Melaney Langford	City Clerk	520 Broadway	Minden	LA	71055
Elizabeth Campbell	Asst. City Clerk	520 Broadway	Minden	LA	71055

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Name	Title	Street Address	City	State	Zip
Tyler Wallace	Public Works Director	520 Broadway	Minden	LA	71055
Russell Poole	Asst. Public Works Director	520 Broadway	Minden	LA	71055
Terry Combs	Street Manager	520 Broadway	Minden	LA	71055
Kathy Newer	Executive Assistant	520 Broadway	Minden	LA	71055

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

Name	Title	Street Address	City	State	Zip

Entity's Statement Regarding Outstanding Audit Issues and Findings:

This entity has outstanding audit issues or findings that are detailed in the report linked or attached above.

Minden City Council

Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (7) Adopt Resolution – Authorizing Mayor Cox to Execute a Cooperative Endeavor Agreement Between the City of Minden and the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation Funds in the amount of \$200,000

Discussion:

This is a Cooperative Endeavor Agreement with the State of Louisiana Department of the Treasury to reimburse the City of Minden with Act 461 of 2025 Regular Legislative Session line item appropriation funds in the amount of \$200,000. These funds are to be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive at Hwy. 531.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Mayor Cox to Execute a Cooperative Endeavor Agreement Between the City of Minden and the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation Funds in the amount of \$200,000, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

RESOLUTION FOR THE COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF MINDEN, LOUISIANA, AND THE LOUISIANA DEPARTMENT OF THE TREASURY AND THE STATE OF LOUISIANA REGARDING ACT 461 OF 2025 REGULAR LEGISLATIVE SESSION LINE ITEM APPROPRIATION OF \$200,000.

WHEREAS, the City of Minden intends to enter into a Cooperative Endeavor Agreement with the Louisiana Department of the Treasury and the State of Louisiana for funding from the Act 461 of 2025 Regular Legislative Session Line Item Appropriations of \$200,000; and

THEREFORE BE IT RESOLVED THAT, the Honorable Nicholas A. Cox, Mayor, on behalf of the City of Minden, be empowered, directed and authorized to sign any and all documents on behalf of the Cooperative Endeavor Agreement with the Louisiana Department of the Treasury and the State of Louisiana for Act 461 of 2025 Regular Legislative Session Line Item Appropriation of \$200,000 to be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive at Hwy. 531.

The foregoing Resolution was adopted on the ___ day of _____ 2025, by motion and second of _____ and _____ and the vote was 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 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

STATE OF LOUISIANA

**COOPERATIVE ENDEAVOR AGREEMENT
(Line Item Appropriation)**

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as "State" and/or "Agency" and City of Minden officially domiciled at 520 Broadway, Minden, LA 71055, hereinafter referred to as "Contracting Party".

ARTICLE I - WITNESSETH

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Acts of the 2025 Regular Legislative Session of the Louisiana Legislature, which were adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 461 of 2025 RLS contains a line item appropriation within the Agency's budget for the benefit of City of Minden of which the sum of \$ 200,000 has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: repairs to Industrial Drive ;

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with said Act of the 2025 Regular Legislative Session, if applicable and the Governor's Executive Order JML 2024-113 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II – SCOPE OF SERVICES

2.1 The Contracting Party shall: This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.

2.2 Deliverables: Removal of approximately 1,500' of asphaltic roadway and replace with concrete roadway to handle heavy truck traffic entering and exiting a truck stop.

The Contracting Party will provide to the State written quarterly Progress Reports (Attachment C) outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly Cost Reports (Attachment D) which provide detailed cost information outlining the use of the above referenced appropriated funds. Attachment C, Progress Report and Attachment D, Cost Report are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The Budget for this project is incorporated herein as Attachment B which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The Budget for this project shall not exceed the total sum of \$200,000 which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the Budget attached as "Attachment B", without the prior approval of the State. Attachment B Page 2 - Staffing Chart and Attachment B Page 3 - Schedule of Professional and Other Contracting Services are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): Attachment E - Disclosure and Certification Statement to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this Attachment E, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of "Good Standing" from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in Attachment B Page 3 and any attachments thereto, Attachment E-1 - Disclosure and Certification Statement to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph. For public or quasi-public entities which are recipients under Acts of the 2025 Regular Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury's submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

2.5 The recipient assures that elected/appointed officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines "immediate family" as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1101 et seq.

ARTICLE III – CONTRACT MONITOR

3.1 The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

3.2 Monitoring Plan: During the term of this Agreement, the Contracting Party shall discuss with the State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party's Plan to ensure the Contracting Party's compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party's written, Attachment C-Progress Report and Attachment D-Cost Report and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in Attachment D-Cost Report are in compliance with the approved Goals in Attachment A Plan. The Contract Monitor shall coordinate with the Agency's fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV – PAYMENT TERMS

4.1 Payment shall be made to the Contracting Party under the terms and conditions of Plan A as detailed below:

PLAN A: Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Expenses and/or purchases related to immovable property and/or motor vehicle acquisitions/purchases must be titled in the name of the entity that received the line-item appropriation. If at any time during the agreement and for a period of three years after the acceptance of a final cost report by the Louisiana Department of Treasury, the immovable property or motor vehicle(s) are sold for any reason, any and all funds received from such sale shall be returned to the state.

4.3 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as Attachment F, in addition to all other required submissions, for such reimbursement.

4.4 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2025 and June 30, 2026, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of State Procurement or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2026, MUST, under all circumstances, be received by the Agency no later than July 15, 2026, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.5 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under said Act of the 2025 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2026.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Louisiana Department of Revenue, Office of Debt Recovery for collection purposes.

4.6 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number 72-6000902.

ARTICLE V – TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI – TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII – OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII – ASSIGNMENT

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX – FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

ARTICLE X – AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

ARTICLE XI - AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of State Procurement, Division of Administration, or other delegated authority prior to the alteration, variation, modification or waiver of any provision of this Agreement. This agreement may not be amended after the expiration date.

ARTICLE XII – FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII – TERM OF CONTRACT

13.1 This Agreement shall begin on July 1, 2025 and shall terminate on June 30, 2026. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2026. There is no extension of the June 30, 2026 deadline without legislative action and approval.

ARTICLE XIV – DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

CONTRACTING PARTY:

THUS DONE AND SIGNED AT , Louisiana on

WITNESSES:

Authorized Signer

Print Name and Title

DEPARTMENT OF TREASURY - STATE OF LOUISIANA:

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on

WITNESSES:

Agency Head or Designee

Print Name and Title

ATTACHMENT A - PLAN	NAME OF CONTRACTING PARTY: City of Minden
Act 461 of 2025 RLS Schedule 20	NAME AND BRIEF NARRATIVE OF PROGRAM: repairs to Industrial Drive
1. PROGRAM GOAL <i>(Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)</i> This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.	
2. PROGRAM OBJECTIVE(S) <i>(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number.)</i> 1. Spend approximately \$200,000 to rehabilitate damaged asphaltic roadway on Industrial Drive. 2. 3.	
3. RELEVANT ACTIVITY (ACTIVITIES) <i>(An activity is a distinct subset of functions or services within a program to meet the Program Objective.)</i> Removal of approximately 1,500' of asphaltic roadway and replace with concrete roadway to handle heavy truck traffic entering and exiting a truck stop.	
4. PERFORMANCE MEASURES(S) <i>(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount, or a number.)</i> 1. Amount spent to rehabilitate damaged asphaltic roadway on Industrial Drive. 2. 3.	

ATTACHMENT B

Page 1

**Act 461 of 2025 RLS Schedule 20
City of Minden**

Anticipated Income of Revenue

Sources:

(list all sources of revenue)

	Amounts
1. State Funding	\$ 200,000
2. Other Sources	\$ 1,090,600
Total Sources of Funding	\$ 1,290,600

Anticipated Expenditures	Total Amount	Line-Item Appropriation Amount
	<i>(see Footnote 1 below)</i>	<i>(see Footnote 1 below)</i>
Gross Salaries <i>(See Attachment B, Page 2)</i>	\$ 0	\$ 0
Related Benefits <i>(Employer share)</i>	\$ 0	\$ 0
Travel	\$ 0	\$ 0
Operating Services	\$ 0	\$ 0
Professional Services & Contract Services <i>(See Attachment B, Page 3)</i>	\$ 0	\$ 0
Other Charges <i>(See Attachment B, Page 4)</i>	\$ 0	\$ 0
Acquisitions & Major Repairs	\$ 1,290,600	\$ 200,000
Totals	\$ 200,000	\$ 200,000

(Budget categories listed above reflect a typical budget and may be adjusted by the recipient, with prior agency approval, to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3, and 4 of Attachment B).

All numbers must be rounded to the nearest dollar.

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

ATTACHMENT B
Page 2
STAFFING CHART

Act 461 of 2025 RLS Schedule 20
 City of Minden

Name	Title	Total Annual Salary	To be Paid with Appropriation			Full-time/Part-time (# of months worked)
			Salary	Percentage	Related Benefits	
N/A		\$	\$	%	\$	
Totals			\$ 0		\$ 0	

ATTACHMENT B
Page 4
SCHEDULE OF OTHER CHARGES

Act 461 of 2025 RLS Schedule 20
City of Minden

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount.

Each use should be listed separately.

Do NOT budget funds in Other Charges that can be placed in another expenditure category.

Description of Use of Funds	Total Contract Amount	Total Paid by Appropriation
N/A	\$	\$
Total		\$ 0

ATTACHMENT B - SUPPLEMENT

BUSINESS PLAN

Narrative for Justification for Plan B or Plan C

Act 461 of 2025 RLS Schedule 20
City of Minden

N/A

ATTACHMENT C

**Act 461 of 2025 RLS Schedule 20
City of Minden**

Progress Report for the Period Ending:

to

Goal: This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.	
Objectives: 1. Spend approximately \$200,000 to rehabilitate damaged asphaltic roadway on Industrial Drive. 2. 3.	
Activity/Activities Performed: Removal of approximately 1,500' of asphaltic roadway and replace with concrete roadway to handle heavy truck traffic entering and exiting a truck stop.	
Performance Measures: 1. Amount spent to rehabilitate damaged asphaltic roadway on Industrial Drive. 2. 3.	%, \$ amt, or number complete: 1. 2. 3.

ATTACHMENT D

Act 461 of 2025 RLS Schedule 20
City of Minden

Progress Report for the Period Ending:

to

EXPENSE CATEGORY	Amount of Line Item Appropriation from Attachment B, Page 1	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries	\$ 0	\$	\$	\$
Related Benefits	\$ 0	\$	\$	\$
Travel	\$ 0	\$	\$	\$
Operating Services	\$ 0	\$	\$	\$
Professional Services	\$ 0	\$	\$	\$
Other Charges	\$ 0	\$	\$	\$
Acquisitions & Major Repairs	\$ 200,000	\$	\$	\$
Totals	\$ 200,000	\$	\$	\$

NOTE: Proof of payment (copy of check or statement) and invoice/receipt for each expenditure must be submitted with this report.

ATTACHMENT D-1

Act 461 of 2025 RLS Schedule 20
City of Minden

Progress Report for the Period Ending: _____ to _____

Instructions: List each individual and/or Firm and approved budget amount as listed on Page 3 of Attachment B.

Professional Services:

Individual/ Firm	Address	City	State	Zip	Amount of Line-Item Appropriati on from Attachmen t B	Quarterly Expenditure s	Total Cumulative Year to Date Expenditur es	Balance Remainin g
N/A					\$	\$	\$	\$
Total					\$ 0			

NOTE: An Attachment E-1 must be submitted for any sub-contractor listed on this attachment. If the sub-contractor has not been determined, indicate "To Be Determined" in the appropriate column. No expenses will be allowed for a sub-contractor until an Attachment E-1 is completed.

ATTACHMENT E
Disclosure and Certification

Act 461 of 2025 RLS Schedule 20
City of Minden

Entity Name: City of Minden

Entity Mailing Address: 520 Broadway, Minden, LA 71055

Name of Program: This appropriation will be used to supplement City of Minden funding to rehabilitate a section of Industrial Drive (I-20 Service Road) at Hwy. 531 in Minden, La.

Organization Type: Municipality

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Name	Title	Street Address	City	State	Zip
Nicholas A. Cox	Mayor	520 Broadway	Minden	LA	71055
Melaney Langford	City Clerk	520 Broadway	Minden	LA	71055
Elizabeth Campbell	Asst. City Clerk	520 Broadway	Minden	LA	71055

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Name	Title	Street Address	City	State	Zip
Tyler Wallace	Public Works Director	520 Broadway	Minden	LA	71055
Russell Poole	Asst. Public Works Director	520 Broadway	Minden	LA	71055
Terry Combs	Street Manager	520 Broadway	Minden	LA	71055
Kathy Newer	Executive Assistant	520 Broadway	Minden	LA	71055

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

Name	Title	Street Address	City	State	Zip

Entity's Statement Regarding Outstanding Audit Issues and Findings:

This entity has no outstanding audit issues or findings.

Minden City Council Regular Session

Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (8) Authority to Advertise for Bids for the Industrial Drive Rehabilitation at HWY 531 Project

Discussion:

This is a FY 2025-2026 budgeted project.

Suggested Wording of Motion:

“I move to authorize the City Clerk to advertise for bids for the Industrial Drive Rehabilitation at HWY 531 Project, as presented.”

MOTION: _____ SECOND: _____

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

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

Minden City Council

Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (9) Authority for Mayor Cox to Execute a Deed for Donation to City of Minden of Tract of Land and Access & Utility Servitude for Lift Station Improvements

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to execute a Deed for Donation to City of Minden of Tract of Land and Access & Utility Servitude for Lift Station Improvements, as presented.”

MOTION: _____ SECOND: _____

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

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

**DONATION TO CITY OF MINDEN OF TRACT OF LAND AND
ACCESS & UTILITY SERVITUDE FOR LIFT STATION IMPROVEMENTS**

STATE OF LOUISIANA

PARISH OF WEBSTER

BEFORE ME, the undersigned Notaries Public, duly commissioned and qualified within and for the State and County/Parish as indicated, and in the presence of the undersigned competent witnesses, came and appeared:

SDS LAND HOLDINGS COMPANY L.P., an Oklahoma Limited Partnership, whose general Partner is Sybil Inc., represented by William C. Southmayd, Jr., President, whose mailing address is P.O. Box 921, Kemah, Texas 77565, a 50% owner of the subject lands, along with

CLAIRMOOR L.L.C., a Louisiana Limited Liability Company, represented by Cynthia M. Farr and William Drake Moore, its duly authorized Managers, whose mailing address is 83 Tyler Drive, Santa Rosa Beach, Florida 32459, a 50% owner of the subject lands, hereinafter referred to as "Owners"; and

CITY OF MINDEN, LOUISIANA, a municipal corporation and political subdivision of the State of Louisiana, whose address is 520 Broadway, Minden, LA 71055, appearing herein through Nicholas A. Cox, its duly authority Mayor, hereinafter referred to as "Minden",

who did covenant and agree as follows:

WITNESSETH

1. **Conveyances by Owners.** Owners, subject to the terms, conditions, limitations, and reservations stated herein, in consideration of the public benefit generally given and received for the Robertson Lift Station improvements project by Minden, hereby donates and grants for public use for the purposes hereinafter set forth, Owners' rights to two tracts of land, hereinafter referred to as Tract A and Tract B:
 - A. Full and perfect ownership, subject to the reservation of all mineral rights by Owners, of a 0.500 acre parcel of land situated in the SW ¼ of the SE ¼ of Section 29, Township 19 North, Range 9 West, Northwestern Land District, Webster Parish, Louisiana, more particularly described as Tract A on the attached Exhibit I and shown on the survey plat attached as Exhibit II.
 - B. A permanent access and utility servitude and right of way, subject to the reservation of all mineral rights by Owners, over, across, and through a 0.271 acre parcel of land situated in the SW ¼ of the SE ¼ of Section 29, Township 19 North, Range 9 West, Northwestern Land District, Webster Parish, Louisiana, more particularly described as Tract B on the attached Exhibit I and shown on the survey plat attached as Exhibit II for the laying, constructing, operating, maintaining, repairing, removing, and replacing of a sewerage lift station and such valves, fittings, manholes, meters, and other equipment and appurtenances necessary or convenient in the use of the Servitude, together with the right of access thereto for the installation of the lift station and, thereafter, at any time for the purpose of making repairs, alterations, and tests necessary regarding the lift station.
2. **Use by Owners.** Owners shall have the right to fully use and enjoy Tract B, which is subject to the access and utility servitude, provided such use is neither inconsistent with, nor in any manner interferes with nor adversely affects, the rights herein donated to Minden, and in no event shall any permanent building or structure be placed within the area of the access and utility servitude except in the exercise of Owners' reservation of all mineral rights.
3. **Indemnity.** With respect to Tract B, Minden agrees to hold Owners harmless from any liability for personal injury or property damage that may be sustained relating to the

construction, operation, maintenance or use of the facilities installed and maintained pursuant to the access and utility servitude to the extent caused by the negligence or intentional misconduct of Minden.

4. Acceptance. And now, Minden accepts the conveyances by donation herein made to it for itself, its successors and assigns, and acknowledges due delivery and possession of the full and perfect ownership of Tract A and the access and utility servitude on Tract B, both subject to the reservation of all mineral rights by Owners.
5. Succession. This instrument shall be binding upon and shall inure to the benefit of and be enforceable by the parties hereto and their respective heirs, successors and assigns.

(SIGNATURE PAGES FOLLOW)

SIGNATURE PAGE TO DONATION DEED AND ACCESS & UTILITY SERVITUDE

FROM
CLAIRMOOR L.L.C.
AND
SDS LAND HOLDINGS COMPANY L.P.
TO
CITY OF MINDEN

STATE OF LOUISIANA

PARISH OF WEBSTER

THUS DONE AND PASSED in the presence of the undersigned competent witnesses and me, Notary, in the Parish of Webster, State of Louisiana, on this _____ day of _____ 2025.

WITNESSES: **CITY OF MINDEN**

By: _____
Nicholas A. Cox, Mayor

NOTARY PUBLIC

SIGNATURE PAGE TO DONATION DEED AND ACCESS & UTILITY SERVITUDE

FROM
CLAIRMOOR L.L.C.
AND
SDS LAND HOLDINGS COMPANY L.P.
TO
CITY OF MINDEN

STATE OF TEXAS

COUNTY OF _____

THUS DONE AND PASSED in the presence of the undersigned competent witnesses and me,
Notary, in the County of _____ State of Texas, on this _____ day of
_____, 2025.

WITNESSES: **OWNER, SDS LAND HOLDINGS COMPANY L.P.**
GENERAL PARTNER, SYBIL INC.

By: _____
William C. Southmayd, Jr., President

NOTARY PUBLIC

**DESCRIPTION OF A 0.500 ACRE PARCEL OF LAND
AND
DESCRIPTION OF A 0.271 ACRE ACCESS AND UTILITY SERVITUDE
FOR THE CITY OF MINDEN, LOUISIANA**

That certain 0.500 acre parcel of land, situated in the SW 1/4 of the SE 1/4 of Section 29, Township 19 North-Range 9 West, Northwestern Land District, Webster Parish, Louisiana, being more particularly described as follows:

Commencing at that Railroad Spike found and accepted as representing the NE corner of the SW 1/4 of the SE 1/4 of Section 29, T19N-R9W and run along the East line of said SW 1/4 of the SE 1/4 for a bearing of S00° 55' 54"W and distance of 80.00 feet and to that 5/8" Rebar set representing the: **POINT-OF-BEGINNING** of herein described 0.500 acre parcel of land (hereinafter referred to as **Subject**) and the NE corner of **Subject**;
thence, continue along said East line for a bearing of S00° 55' 54"W and distance of 147.58 feet and to that 5/8" Rebar set representing the SE corner of **Subject**;
thence, run for a bearing of N89° 13' 09"W and distance of 147.58 feet and to that 5/8" Rebar set representing the SW corner of **Subject**;
thence, run for a bearing of N00° 55' 54"E and distance of 147.58 feet and to that 5/8" Rebar set representing the NW corner of **Subject**;
thence, run for a bearing of S89° 13' 09"E and distance of 147.58 feet and back to the **POINT-OF-BEGINNING** of herein described parcel of land, containing 0.500 acres, more or less, being subject to any and all encumbrances thereon and or of record; *the above described dimensions notwithstanding the final intent to describe a 0.500 acre parcel of land bounded on the North by a line 80 feet South of and parallel to the North line of the said SW 1/4 of the SE 1/4; on the East by the East line of the said SW 1/4 of the SE 1/4; on the South by a line that is 147.58 feet South of and parallel to the North line; and on the West by a line that is 147.58 feet West of and parallel to the East line.*

AND

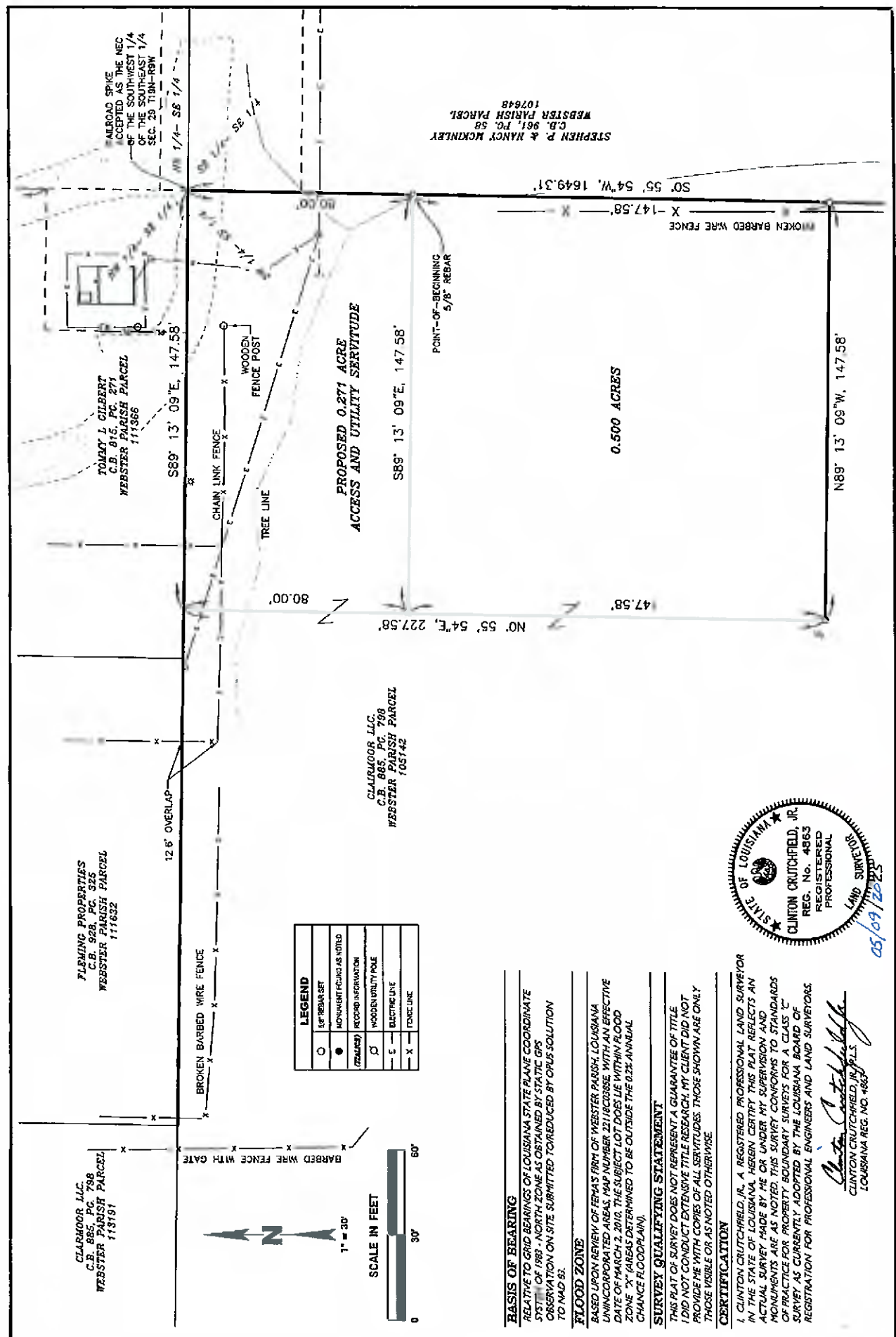
That certain 0.271 acre access and utility servitude, situated in the NE corner of the SW 1/4 of the SE 1/4 of Section 29, Township 19 North-Range 9 West, Northwestern Land District, Webster Parish, Louisiana, being more particularly described as follows:

Commencing at that Railroad Spike found and accepted as representing the NE corner of the SW 1/4 of the SE 1/4 of Section 29, T19N-R9W, said Spike also representing the: **POINT-OF-BEGINNING** of herein described 0.271 acre access and utility servitude (hereinafter referred to as **Subject**) and the NE corner of **Subject**, and run along the East line of said SW 1/4 of the SE 1/4 for a bearing of S00° 55' 54"W and distance of 80.00 feet and to that 5/8" Rebar set representing the SE corner of **Subject**;
thence, run for a bearing of N89° 13' 09"W and distance of 147.58 feet and to that 5/8" Rebar set representing the SW corner of **Subject**;
thence, run for a bearing of N00° 55' 54"E and distance of 80.00 feet and to a point on the North line of the SW 1/4 of the SE 1/4 representing the NW corner of **Subject**;
thence, run for a bearing of S89° 13' 09"E and distance of 147.58 feet and back to the **POINT-OF-BEGINNING** of herein described parcel of land, containing 0.500 acres, more or less, being subject to any and all encumbrances thereon and or of record; *the above described dimensions notwithstanding the final intent to describe a 0.271 acre access and utility servitude bounded on the North by the North line of the said SW 1/4 of the SE 1/4; on the East by the East line of the said SW 1/4 of the SE 1/4; on the South by a line that is 80.00 feet South of and parallel to the North line; and on the West by a line that is 147.58 feet West of and parallel to the East line.*

The above descriptions are prepared based upon that Plat captioned "PLAT OF BOUNDARY RETRACEMENT AND DIVISION OF A 0.500 ACRE PARCEL....." (Riley Company of Louisiana, Inc. - Project 1002 - 159), dated 04/09/2025 by Clinton Crutchfield, Jr., P.L.S.


Clinton Crutchfield, Jr., P.L.S.
Louisiana Registration No. 4863





Minden City Council
Regular Session
Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(10) Condemned Property – 1213 Bayou Avenue

Discussion:

See attached.

Suggested Wording of Motion:

- (A) “I move to authorize Mayor Cox to appoint a curator in this matter.”
- (B) “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within _____ days of this date.”

Annie Lee Bolen Clark Estate – 1213 Bayou Avenue – District A

The Building Official recommends Motion (B): “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.”

MOTION: _____ SECOND: _____

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

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



CITY OF MINDEN
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
Phone (318) 377-2144 - Fax (318) 371-4264

November 24, 2025

1213 Bayou Avenue – Annie Lee Bolen Clark Est.

District A

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.



city of *Minden*

Nick Cox, Mayor
www.mindenua.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

October 22, 2025

CERTIFIED MAIL 9589 0710 5270 2542 6268 37

Annie Lee Bolen Clark Est.
c/o Lue Moore
509 High St.
Minden, LA 71055

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

Legal Description: LOT #3, BLK. 1, NOIRA ADDN.

The above property has the municipal address of **1213 Bayou Street.**

**Property Owner: Annie Lee Bolen Clark Est.
c/o Lue Moore
509 High St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **1st day of December, 2025, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Annie Lee Bolen Clark Est.
 c/o Lue Moore
 509 High St.
 Minden, LA 71055



9590 9402 9622 5121 5121 32

2. Article Number (Transfer from service label)

9589 0710 5270 2542 6268 37

COMPLETE THIS SECTION ON DELIVERY

A. Signature

Lue Moore

- Agent
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

- D. Is delivery address different from item 1?** Yes
- If YES, enter delivery address below: No

City of Minden
 Mailroom



3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Mail Restricted Delivery
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery





1213 Bayou Ave. 11/11/2025

113406
MCDONALD, JOHNNIE L.

112439
KEENER, RODNEY D.

114795
TAYLOR, GLORIDEAN

114145
WADKES, JULIE KEY

JACKSON, F

Bayou Ave

Bayou Ave

Parcels
CLARK, ANNIE
LEE BOLEN EST

Owner Name: CLARK, ANNIE LEE
BOLEN EST
Physical Address:
Parcel Number: 110484
Subdivision: NOIRAADDN
PIN: SB23003001
Section: 20
Township / Range: T19N/R09W Sec 20
Quarter Quarter:
Parcel ID: 003
Map Number: 20190916
Legal Description: LOT #3, BLK. 1,
NOIRAADDN
Assessed Value: 720 00000000
Sale Price:
Ward: 1-MN
City: MINDEN

Close

Export

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114099
GILL, KEVIN W.
.1215

110484
CLARK, ANNIE LEE BOLEN EST

BOOKER, LUCILLE EST

105940

113015
CORLEY, JANET VVG



Webster Parish Assessor 2026 Assessment Listing

Parcel#

110484

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=110484)

Primary Owner

CLARK, ANNIE LEE BOLEN EST

Mailing Address

C/O LUE MOORE
509 HIGH STREET
MINDEN LA 71055

Ward

1-MN

Type

REAL ESTATE

Legal

LOT #3, BLK. 1, NOIRA ADDN.

Physical Address

1213 BAYOU AVE

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	110	1,100	1.00	0
CITY RESIDENCE	610	6,100	1.00	0
TOTAL	720	7,200	2.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	CLARK, ANNIE LEE BOLEN EST	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
NOIRA ADDN	001	003				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	1.53	0.00
04 CONSOL PARISH	53.0200	38.17	
16 ROAD DIST A	2.6200	1.89	
14 S W IND DIST	0.0000	0.00	

Privacy - Terms

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 11/11/2025

Address 1213 Bayou Ave Zone R3

Owner Annie Lee Bolin cClark est. Agent _____

Owner's Address Lue Moore 509 high St Minden Phone # _____

Type Occupancy _____ Res _____ No. of Occ. Units 1

	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	X				
Plumbing Drainage System	X				
Foundation Walls & Piers	X				
Unexcavated Area Vent/Drainage				X	
Exterior Walls & Columns	X				
Roof Rafters & Sheathing	X				
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
Window Openable Areas/Clearances					
Window Sash & Screens	X				
Window Frames	X				
Floor Framing & Flooring	X				
Interior Stairs	X				
Electric Panel	X				
Electric Lights & Switches	X				
Electric Convenience Outlets	x				
Mechanical Ventilation	X				
Heating Equipment	X				
Gas Piping	X				
Plumbing Fixtures	X				
Hot & Cold Water Dist. System	X				
Water Heater	X				
Free of Infestations				X	

Condition of Building Indicates: Conserve Rehabilitate Demolish



Building Official

Minden City Council
Regular Session
Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(11) Condemned Property – 621 East Union Street

Discussion:

See attached.

Suggested Wording of Motion:

- (A) “I move to authorize Mayor Cox to appoint a curator in this matter.”
 - (B) “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within _____ days of this date.”
-

Randall Wayne Wilson – 621 East Union Street – District A

The Building Official recommends Motion (B): “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.”

MOTION: _____ SECOND: _____

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

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



CITY OF MINDEN
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
Phone (318) 377-2144 - Fax (318) 371-4264

November 24, 2025

621 East Union Street – Randall Wayne Wilson

District A

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.



city of *Minden*

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

November 11, 2025

CERTIFIED MAIL 9589 0710 5270 2542 6269 05

Randall W. Wilson
c/o George Smith
1801 Smith St. #1208
Houston, TX 77002

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

Legal Description: LOTS #3, 15, 16 & 17, MATT MOORE SUBDIV.

The above property has the municipal address of **621 East Union Street.**

**Property Owner: Randal Wayne Wilson
c/o George Smith
1801 Smith St. #1208
Houston, TX 77002**

You are further notified to show just cause at the City Council meeting on the **1st day of December, 2025, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney

USPS Tracking®

[FAQs >](#)

Tracking Number:

[Remove X](#)

9589071052702542626905

[Copy](#)

[Add to Informed Delivery \(https://informedelivery.usps.com/\)](https://informedelivery.usps.com/)

Latest Update

Your item was delivered to the front desk, reception area, or mail room at 2:19 pm on November 19, 2025 in HOUSTON, TX 77002.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Delivered, Front Desk/Reception/Mail Room

HOUSTON, TX 77002

November 19, 2025, 2:19 pm

[See All Tracking History](#)

Feedback

[What Do USPS Tracking Statuses Mean? \(https://faq.usps.com/s/article/Where-is-my-package\)](https://faq.usps.com/s/article/Where-is-my-package)

Text & Email Updates



USPS Tracking Plus®



Product Information



See Less ^

Track Another Package





621 E. Union St. 11/11/2025

Webster Parish Assessor 2026 Assessment Listing

Parcel#

113511

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=113511)

Primary Owner

WILSON, RANDALL WAYNE

Mailing Address

C/O GEORGE SMITH
1801 SMITH ST #1208

HOUSTON TX 77002

Ward

1-MN

Type

REAL ESTATE

Legal

LOTS #3, 15, 16 & 17, MATT MOORE SUBDIV.

Physical Address

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY RESIDENCE	1,220	12,200	1.00	0
CITY LOTS	550	5,500	4.00	0
CITY BLDG.	1,480	9,867	1.00	0
TOTAL	3,250	27,567	6.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
605090	DONATION	11/6/2023	0		
601776	JUDG OF POSS	4/19/2023	0		
601782	JUDG OF POSS, AMENDED	4/19/2023	0		
505416	JUDG OF POSS	6/27/2008	0	1067	611
492752	JUDG OF POSS	1/8/2007	0	1033	472
489208	JUDG OF POSS	8/3/2006	0	1022	430
488812	CASH SALE, MARKET	7/18/2006	4,000	1021	349
488813	CASH SALE, MARKET	7/18/2006	4,000	1021	354

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To
NO	SMITH, KAREN NANNETTE WILLIAMS FAMILY TRUST, THE	NO	46.6700	0.0000	11/6/2023	

[Privacy - Terms](#)

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 11/11/2025

Address 621 East Union Zone B4


Owner Randall Wayne Wilson Agent _____

Owner's Address _____ Phone # _____

Type Occupancy _____ Res _____ No. of Occ. Units 1

	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	X				
Plumbing Drainage System	X				
Foundation Walls & Piers	X				
Unexcavated Area Vent/Drainage				X	
Exterior Walls & Columns	X				
Roof Rafters & Sheathing	X				
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
Window Openable Areas/Clearances					
Window Sash & Screens	X				
Window Frames	X				
Floor Framing & Flooring	X				
Interior Stairs	X				
Electric Panel	X				
Electric Lights & Switches	X				
Electric Convenience Outlets	X				
Mechanical Ventilation	X				
Heating Equipment	X				
Gas Piping	X				
Plumbing Fixtures	X				
Hot & Cold Water Dist. System	X				
Water Heater	X				
Free of Infestations				X	

Condition of Building Indicates: Conserve Rehabilitate Demolish


Building Official

Minden City Council
Regular Session
Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(12) Condemned Property – 123 St. Rest Street

Discussion:

See attached.

Suggested Wording of Motion:

- (A) “I move to authorize Mayor Cox to appoint a curator in this matter.”
 - (B) “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within _____ days of this date.”
-

Randall Wayne Wilson – 123 St. Rest Street – District A

The Building Official recommends Motion (B): “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.”

MOTION: _____ SECOND: _____

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

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



CITY OF MINDEN
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
Phone (318) 377-2144 - Fax (318) 371-4264

November 24, 2025

123 St. Rest Street – Randall Wayne Wilson

District A

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.



city of Minden

Nick Cox, Mayor
www.mindenus.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

November 11, 2025

CERTIFIED MAIL 9589 0710 5270 2542 6269 12

Randall W. Wilson
803 N. 9th St.
Baton Rouge, LA 70802

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

**Legal Description: LOT #1, ST. REST BAPTIST CHURCH PROP. OF MATT MOORE'S SUBDIV.
(52-1/2 X 195 FT.)**

The above property has the municipal address of **123 St. Rest Street.**

Property Owner: **Randal Wayne Wilson
803 N. 9th St.
Baton Rouge, LA 70802**

You are further notified to show just cause at the City Council meeting on the **1st day of December, 2025, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney

Tracking Number:

[Remove X](#)

9589071052702542626912

[Copy](#)

[Add to Informed Delivery \(https://informedelivery.usps.com/\)](https://informedelivery.usps.com/)

Latest Update

Your item was picked up at a postal facility at 2:53 pm on November 22, 2025 in BATON ROUGE, LA 70801.

Get More Out of USPS Tracking:

[USPS Tracking Plus®](#)

Delivered

Delivered, Individual Picked Up at Postal Facility

BATON ROUGE, LA 70801

November 22, 2025, 2:53 pm

[See All Tracking History](#)

Feedback

[What Do USPS Tracking Statuses Mean? \(https://faq.usps.com/s/article/Where-is-my-package\)](https://faq.usps.com/s/article/Where-is-my-package)

[Text & Email Updates](#)



[USPS Tracking Plus®](#)



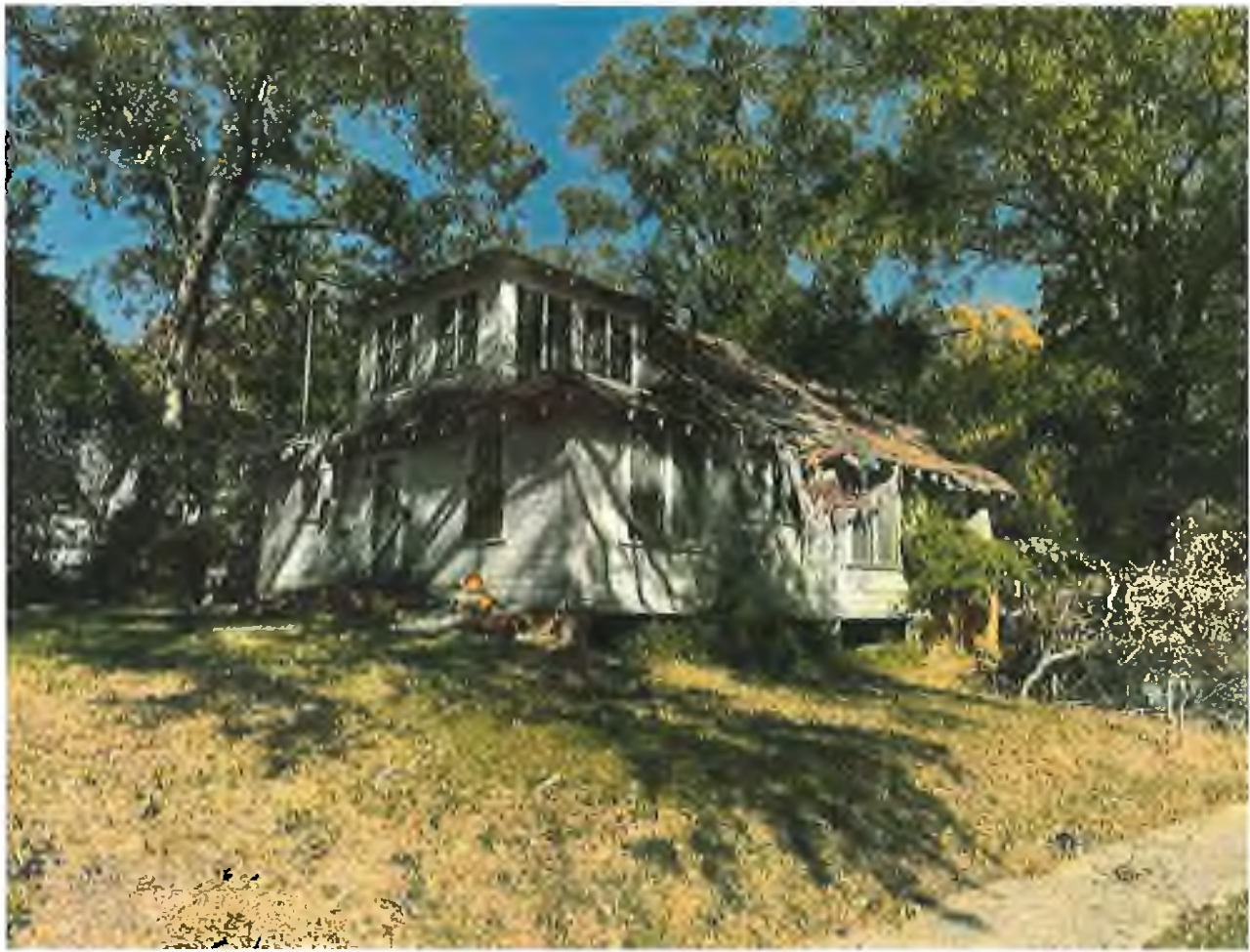
[Product Information](#)



[See Less ^](#)

Track Another Package

Enter tracking or barcode numbers



123 St. Rest St. 11/11/2025



artin Dr

Parcels WILSON, RANDALL W.

Owner Name: WILSON, RANDALL W.

Physical Address:

Parcel Number: 114740

Subdivision: MOORE'S, MATT SUBDIV.,
ST. REST BAPT.

PIN: SB40001000

Section: 27

Township / Range: T19N/R09W Sec 27

Quarter Quarter:

Parcel ID: 001

Map Number: 27190906

Legal Description: LOT #1, ST. REST
BAPTIST CHURCH PROP. OF MATT

MOORE'S SUBDIV. (52-1/2 X 195 FT.)

Assessed Value: 1100.00000000

Sale Price: 10000.00000000

Ward: 1-MN

Close

Export

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.120

.115

Church St

.126

.128

.133

.130

.127

.132

.125

.123

Mignon St

.130
X,Y

.134

.102

.102

.109

0 30 60ft

Webster Parish Assessor 2026 Assessment Listing

Parcel#

114740

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=114740)**Primary Owner**

WILSON, RANDALL W.

Mailing Address803 N 9TH ST
BATON ROUGE LA 70802**Ward**

1-MN

Type

REAL ESTATE

Legal

LOT #1, ST. REST BAPTIST CHURCH PROP. OF MATT MOORE'S SUBDIV. (52-1/2 X 195 FT.)

Physical Address

123 ST REST ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	1,100	11,000	1.00	0
TOTAL	1,100	11,000	1.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
534666	CASH SALE, MARKET	8/17/2012	10,000	1140	521

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To	Address
NO	SULAYMAN, JALAL	NO	22.5000	0.0000	2/13/2006		
NO	STRICKLAND, ODESSA S. JR.	NO	10.0000	0.0000	2/13/2006		
NO	STRICKLAND, CHARLIE ROSS	NO	22.5000	0.0000	2/13/2006		
NO	WILSON, RANDALL W.	YES	22.5000	100.0000	8/17/2012		
NO	WILSON, BETTY H.	NO	22.5000	0.0000	8/17/2012		
NO	STRICKLAND, GERALD E.	NO	22.5000	0.0000	2/13/2006	8/17/2012	
NO	STRICKLAND, SHIRLEY	NO	11.2500	0.0000	2/13/2006	8/17/2012	
NO	STRICKLAND, GREGORY	NO	11.2500	0.0000	2/13/2006	8/17/2012	

Locations

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 11/11/2025

Address 123 St. Rest St Zone R3

Owner Randall Wayne Wilson Agent _____

Owner's Address _____ Phone # _____

Type Occupancy _____ Res _____ No. of Occ. Units 1

	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	X				
Plumbing Drainage System	X				
Foundation Walls & Piers	X				
Unexcavated Area Vent/Drainage				X	
Exterior Walls & Columns	X				
Roof Rafters & Sheathing	X				
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
Window Openable Areas/Clearances					
Window Sash & Screens	X				
Window Frames	X				
Floor Framing & Flooring	X				
Interior Stairs	X				
Electric Panel	X				
Electric Lights & Switches	X				
Electric Convenience Outlets	x				
Mechanical Ventilation	X				
Heating Equipment	X				
Gas Piping	X				
Plumbing Fixtures	X				
Hot & Cold Water Dist. System	X				
Water Heater	X				
Free of Infestations				X	

Condition of Building Indicates:

Conserve Rehabilitate Demolish

Bleedy

Building Official

Minden City Council
Regular Session
Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(13) Condemned Property – 438 Martin Luther King Drive

Discussion:

See attached.

Suggested Wording of Motion:

- (A) “I move to authorize Mayor Cox to appoint a curator in this matter.”
- (B) “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within _____ days of this date.”

C.L. Baker – 438 Martin Luther King Drive – District B

The Building Official recommends Motion (B): “I move to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.”

MOTION: _____ SECOND: _____

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

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



CITY OF MINDEN
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
Phone (318) 377-2144 - Fax (318) 371-4264

November 24, 2025

438 Martin Luther King Drive – C.L. Baker

District B

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.



city of Minden

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

November 14, 2025

CERTIFIED MAIL 9589 0710 5270 2542 6269 29

C.L. Baker
P.O. Box 441
Minden, LA 71058

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

Legal Description: LOT #2 & STRIP 20 X 68 FT. OFF SOUTH SIDE OF LOT #5, JACKSON ALLEN SUBDIV.

The above property has the municipal address of **438 Martin Luther King Dr.**


**Property Owner: C.L. Baker
P.O. Box 441
Minden, LA 71058**

You are further notified to show just cause at the City Council meeting on the **1st day of December, 2025, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Dickey Baker</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery <i>Dickey Baker</i> <i>11/19/25</i></p>																
<p>1. Article Addressed to:</p> <p><i>C.L. Baker</i> <i>P.O. Box 441</i> <i>Minden, LA 71058</i></p>  <p>9590 9402 9622 5121 5120 64</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>2. Article Number (Transfer from service label)</p> <p>9589 0710 5270 2542 6269 29</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail®</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Collect on Delivery Restricted Delivery		<input type="checkbox"/> Insured Mail®		<input type="checkbox"/> Insured Mail Restricted Delivery	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Collect on Delivery Restricted Delivery																	
<input type="checkbox"/> Insured Mail®																	
<input type="checkbox"/> Insured Mail Restricted Delivery																	



438 MLK Dr. 11/14/2025

LEWIS, BENNIE J.

.414
MILES, JIM C.

.416
CLARK, BILLY

TURK, CINDA FAYE

.418

Angelee St

.420
BAKER, C. L.

HARRIS, LEEZIE MONNIE

.104
KEY, HARRISON SHANE

.103
HARRIS, JIMMY

.X.Y

AddressPoints
438 MARTIN
LUTHER KING
DR

Full Address: 438 MARTIN LUTHER KING DR
 City: MINDEN
 ZIP: 71055
 Name: _HIDDEN
 Left / Right: L
 Modified Date: 8/3/2007 12:00:00 AM
 In / Out: I
 PR Number: MDN CITY
 Rural Route: MINDEN67
 Phone Company: SCB
 ESN: 111

Parcels

DAVED

Close

Export



0 15

RICE, ANTHONY

JOHNSON, IRVING (MS.)

ANTONETTE

Webster Parish Assessor 2026 Assessment Listing

Parcel#

109740

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=109740)

Primary Owner

BAKER, C. L.

Mailing Address

P O BOX 441
MINDEN LA 71058

Ward

1-MN

Type

REAL ESTATE

Legal

LOT #2 & STRIP 20 X 68 FT. OFF SOUTH SIDE OF LOT #5, JACKSON ALLEN SUBDIV.

Physical Address

438 MARTIN LUTHER KING DR

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	170	1,700	2.00	0
CITY RESIDENCE	240	2,400	1.00	0
TOTAL	410	4,100	3.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	BAKER, C. L.	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
ALLEN, JACKSON SUBDIV.	000	005A				
ALLEN, JACKSON SUBDIV.	000	002				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	0.87	0.00
04 CONSOL PARISH	53.0200	21.73	
16 ROAD DIST A	2.6200	1.08	
14 S W IND DIST	0.0000	0.00	

Privacy - Terms

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 11/14/2025

Address 438 Martin Luther King Dr Zone R3

Owner C.L. Baker Agent _____

Owner's Address 440 MLK Dr Phone # _____

Type Occupancy _____ Res _____ No. of Occ. Units 1

	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	X				
Plumbing Drainage System	X				
Foundation Walls & Piers	X				
Unexcavated Area Vent/Drainage				X	
Exterior Walls & Columns	X				
Roof Rafters & Sheathing	X				
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
Window Openable Areas/Clearances					
Window Sash & Screens	X				
Window Frames	X				
Floor Framing & Flooring	X				
Interior Stairs	X				
Electric Panel	X				
Electric Lights & Switches	X				
Electric Convenience Outlets					
Mechanical Ventilation	X				
Heating Equipment	X				
Gas Piping	X				
Plumbing Fixtures	X				
Hot & Cold Water Dist. System	X				
Water Heater	X				
Free of Infestations				X	

Condition of Building Indicates:

Conserve Rehabilitate Demolish

B. Cook

Building Official

Minden City Council

Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(14) Personnel – Minden Police Department Promotion

Discussion:

Police Officer First Class Cadyn O'Connor to the rank of Police Sergeant

DOH: 02/07/2023

Officer O'Connor 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 Cadyn O'Connor 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: November 17th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Officer First Class Cadyn O'Connor (hired 2/7/2023) was administered the Fire and Police Civil Service Board Police Sergeant examination on October 16th, 2025. Police Officer First Class Cadyn O'Connor successfully passed the examination with a score of 96%. Civil service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Police Officer First Class Cadyn O'Connor be promoted to the rank of Police Sergeant.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

**MINDEN FIRE AND POLICE CIVIL SERVICE BOARD
520 BROADWAY
MINDEN, LA. 71055**

DATE: NOVEMBER 17, 2025

DEAR: CADYN OCONNOR,

**THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON OCT 16, 2025, FOR THE CLASS
OF POLICE SERGEANT, WITH A SCORE OF 96% PERCENT.
YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE SERGEANT ON NOV 14, 2025. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON NOV 14, 2029.**



SECRETARY

RONALD PAYTON
520 BROADWAY
MINDEN, LA. 71055
(318) 371-4226

POLICE SERGEANT

MINDEN

October 16, 2025

SOCIAL: 4892

NAME: OCONNOR CADYN J

<u>SUBJECT MATTER</u>	<u>PERCENT CORRECT</u>
PATROL/HANDLING CALLS	100
TRAFFIC	85
FIREARMS/ARMED ENCOUNTERS	45
FIRST AID	75
INVESTIGATION	64
CRIMINAL LAW/CRIMINAL PROCEDURE	92
COURT TESTIMONY	60
PUBLIC RELATIONS	100
SUPERVISION/TRAINING	96
SUPERVISORY SITUATIONS/PROBLEM SOLVING	100
TOTALS	96

Minden City Council

Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

15 Personnel – Minden Police Department Promotion

Discussion:

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

DOH: 06/01/2023

Officer O'Connor 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 LaDarrius Joseph 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: November 17th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Officer First Class LaDarrius Joseph (hired 6/1/2023) was administered the Fire and Police Civil Service Board Police Sergeant examination on October 16th, 2025. Police Officer First Class LaDarrius Joseph successfully passed the examination with a score of 75%. Civil service mandates the passing score of 75%.

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

Thanks,

Chief Jared McIver

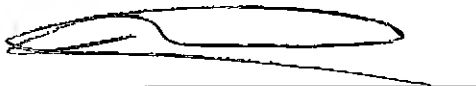
Attached are copies of the Officers Civil Service test scores.

**MINDEN FIRE AND POLICE CIVIL SERVICE BOARD
520 BROADWAY
MINDEN, LA. 71055**

DATE: NOVEMBER 17, 2025

DEAR: LADARRIUS JOSEPH,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON OCT 16, 2025, FOR THE CLASS
OF POLICE SERGEANT, WITH A SCORE OF 75% PERCENT.
YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE SERGEANT ON NOV 14, 2025. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON NOV 14, 2029.



SECRETARY

RONALD PAYTON
520 BROADWAY
MINDEN, LA. 71055
(318) 371-4226

POLICE SERGEANT

MINDEN

October 16, 2025

SOCIAL: 0206

NAME: JOSEPH LADARRIUS

<u>SUBJECT MATTER</u>	<u>PERCENT CORRECT</u>
PATROL/HANDLING CALLS	75
TRAFFIC	54
FIREARMS/ARMED ENCOUNTERS	55
FIRST AID	50
INVESTIGATION	57
CRIMINAL LAW/CRIMINAL PROCEDURE	79
COURT TESTIMONY	60
PUBLIC RELATIONS	50
SUPERVISION/TRAINING	68
SUPERVISORY SITUATIONS/PROBLEM SOLVING	83
TOTALS	75

Minden City Council Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

 Personnel – Minden Police Department Promotion

Discussion:

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

DOH: 06/06/2023

Officer O'Connor 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 Jordon Greer 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: November 17th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Officer First Class Jordon Greer (hired 6/6/2023) was administered the Fire and Police Civil Service Board Police Sergeant examination on October 16th, 2025. Police Officer First Class Jordon Greer successfully passed the examination with a score of 92%. Civil service mandates the passing score of 75%.

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

Thanks,

Chief Jared McIver

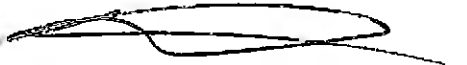
Attached are copies of the Officers Civil Service test scores.

MINDEN FIRE AND POLICE CIVIL SERVICE BOARD
520 BROADWAY
MINDEN, LA. 71055

DATE: NOVEMBER 17, 2025

DEAR: JORDON GREER,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON OCT 16, 2025, FOR THE CLASS
OF POLICE SERGEANT, WITH A SCORE OF 92% PERCENT.
YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE SERGEANT ON NOV 14, 2025. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON NOV 14, 2029.



SECRETARY

RONALD PAYTON
520 BROADWAY
MINDEN, LA. 71055
(318) 371-4226

POLICE SERGEANT

MINDEN

October 16, 2025

SOCIAL: 4974

NAME: GREER JORDON M

<u>SUBJECT MATTER</u>	<u>PERCENT CORRECT</u>
PATROL/HANDLING CALLS	92
TRAFFIC	69
FIREARMS/ARMED ENCOUNTERS	64
FIRST AID	88
INVESTIGATION	79
CRIMINAL LAW/CRIMINAL PROCEDURE	75
COURT TESTIMONY	80
PUBLIC RELATIONS	100
SUPERVISION/TRAINING	84
SUPERVISORY SITUATIONS/PROBLEM SOLVING	100
TOTALS	92

Minden City Council
Regular Session
Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(17) Personnel – Minden Police Department New Hire

Discussion:

KenDale D. Booker – 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 KenDale D. Booker 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: Vicky Holcomb

FROM: Chief Jared McIver

DATE: 11/6/2025

Re: Full Time Police Officer New Hire

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

Thank you in advance,

Chief Jared McIver



KenDale Booker <kendalebooker@gmail.com>

Online Exam Results

2 messages

OSE Online Testing <OSEOnlineTesting@la.gov>
To: kendalebooker@gmail.com <kendalebooker@gmail.com>

Wed, Oct 29 at 13:45



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Kendale Booker,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on October 27, 2025, with a score of 88 percent. Your test score is valid beginning October 29, 2025 and will expire on April 29, 2027.

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.

image001.png

KenDale Booker <kendalebooker@gmail.com>
To: KenDale Booker <kendalebooker@gmail.com>

Thu, Oct 30 at 18:30

[Quoted text hidden]
image001.png

Minden City Council

Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(18) Budget/Financial Report for October 2025

Discussion:

Melaney Langford, City Clerk, will present the Budget/Financial Report for the month of October 2025.

Suggested Wording of Motion:

No motion is required.

Minden City Council

Regular Session

Monday, December 1, 2025

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(19) Fire Report for November 2025

Discussion:

Brian Williams, Fire Chief, will present the Fire Report for the month of November 2025.

Suggested Wording of Motion:

No motion is required.

Minden City Council Regular Session

Monday, December 1, 2025
Minden City Hall – Council Chambers



Agenda Fact Sheet

20 Police Report

City Fines.....	\$14,504.00
District Attorney’s Office	\$0.00
Crime Lab	\$410.00
City Court.....	\$487.00
Marshal’s Office	\$450.00
Indigent Defender	\$655.00
Victim’s Fund	\$0.00
Clerk’s Fund.....	\$30.00
Community Service	\$0.00
WARE Center	\$112.50
LA Commission on Law Enforcement	\$22.00
Off-Duty Witness Fee.....	\$180.50
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System.....	\$45.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$55.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$150.00
Judicial Education.....	\$5.50
TOTAL.....	\$17,106.00

Suggested Wording of Motion:

“I move to accept the Police Report for the month of October 2025, as presented.”

MOTION: _____ SECOND: _____

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

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

OCTOBER_2025

CHIEF OF POLICE MONTHLY REPORT FOR OCTOBER 2025	CITY FINE	DA OFFICE	CRIME LAB	CITY COURT	MARSH	IND DEF	VICTIM FND	CLERK FND	COMM SERV	WARE CTR	LCLE	OFF. DUTY WIT FEE	DARE	ANALYS. ST	ANALYS. AGY	CMIS	LTHSCITF	DISABIL AFF	JUD BLDG FUND	JUDED	TOTAL
CREW, BEVERLY	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
GRIGSBY, KATYAH	50.00	0.00	20.00	36.50	30.00	40.00	0.00	2.00	0.00	7.50	0.00	13.50	0.00	0.00	0.00	3.00	0.00	0.00	10.00	0.00	212.50
ADKINS, MELISSA	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
COUTEE, MARISELA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
WASHINGTON, BRANDIE	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
WHIDDON, JESSICA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
PICKROM, JEREMY	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
GREENARD, JAKORIAN	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
JONES, IVAN	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
NOLEN, ANTONIO	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	150.00
HARRIS, GUARDEVICANA	126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.00
WALKER, KIMBER	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
JEFFERSON, JORDAN	108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.00
GIDDINGS, COURTNEY	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	150.00
DOUSE, ERROL	78.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.00
HARRIS, GREGORY	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
SHEPPARD, YORK	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
HOLLINGSWORTH, LEONARD	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
HAMMETT, ERIC	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
BULLOCK, WILLIAM	875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	875.00
WALKER, WILLIAM	50.00	0.00	20.00	36.50	30.00	40.00	0.00	2.00	0.00	7.50	0.00	13.50	0.00	0.00	0.00	3.00	0.00	0.00	10.00	0.00	212.50
ISRAEL, TYRONDA	150.50	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	150.50
JOHNSON, LOGAN	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
MONTGOMERY, ERRICK	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	150.00
WALKER, DAVID	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	50.00
MCKNAUGHTON, JAMES	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
VOLENTINE, JOHN	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	72.00
GARCIA, ALEXI	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
GARCIA, ALEXI	42.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.50
VANSCHACK, ROGENID	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
SHINE, SHEDERRICK	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	50.00
MARSHALL, BRUCE	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
BROWN, SHARNILNCA	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
KEMP, DAMIEN	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

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STANLEY, TIMOTHY	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
STANLEY, TIMOTHY	50.00	0.00	20.00	36.50	30.00	40.00	0.00	2.00	0.00	7.50	0.00	13.50	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	10.00	0.00	212.50
ZUTHER, LAUREN	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
WILLIAMS, AMY	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
BENNETT, VALERIE	50.00	0.00	20.00	36.50	30.00	40.00	0.00	2.00	0.00	7.50	0.00	13.50	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	10.00	0.00	212.50
BENNETT, VALERIE	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	0.00	3.00	5.00	0.00	10.00	0.50	220.00
CARTER, ANISHA	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	150.00
OUTLEY, BROADRICK	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	100.00
PAYNE, CODY	86.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.00
ROSALES, VALENTIN	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	100.00
ROSALES, VALENTIN	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
WALKER, KIMBER	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	75.00
JACKSON, LANCE	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	100.00
WILSON, MICHAELA	142.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.00
	14,504.00	0.00	410.00	487.00	450.00	655.00	0.00	30.00	0.00	112.50	22.00	180.50	0.00	0.00	0.00	0.00	0.00	45.00	55.00	0.00	150.00	5.50	17,106.00