

**Minden Minden City Council
REGULAR SESSION**



**Monday, February 2, 2026 - 6:00 PM
520 Broadway Street**

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

AGENDA

Prayer: Levon "Charlie" Thomas

Pledge: Latasha Mitchell

Call Meeting to Order

Welcome: Mayor Nick Cox

Additions to Agenda

Public Comments

Adoption of Minutes

- (1) Adopt Minutes of the Minden City Council Workshop Held on January 5, 2026**
- (2) Adopt Minutes of the Minden City Council Regular Session Held on January 5, 2026**

Ordinances

- (3) Adopt Ordinance No. 1165 - An Ordinance to Establish the Minden Administrative Court Pursuant to LA R.S. 13:2575 and 13:2576**
- (4) Adopt Ordinance No. 1166 - An Ordinance to Amend and Enact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 78 - Streets, Sidewalks and Other Public Places, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Sections 78-101 Through 78-109**

Personnel

- (5) Minden Police Department New Hire - Fabian Carter-Randle**
- (6) Minden Police Department New Hire - Craig A. Crawford**

Reports

- (7) Budget/Financial Report for December 2025**
- (8) Fire Report for January 2026**
- (9) Police Report for December 2025**

Announcements – Council Comments – Adjournment

Public Comments Limited to Three (3) Minutes



**Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Workshop Held on January 5, 2026

Discussion:

Suggested Wording of Motion:

"I move to adopt the minutes of the Minden City Council Workshop held on January 5, 2026, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN WORKSHOP HELD ON JANUARY 5, 2026

The Minden City Council met at 520 Broadway Street in Minden, Louisiana, beginning at 5:00 PM with the following members present: Mayor Nicholas A. Cox, District A Councilman Carlton "Buddy" Myles, District B Councilman Levon "Charlie" Thomas, District C Councilwoman Latasha Mitchell, District D Councilman Michael Roy, and District E Councilman Andy Pendergrass. No votes were cast during these discussions.

Discussion

The following topics were discussed:

- (1) Christa Hawkins, Executive Director - HOPE Connections**
- (2) Melaney Langford, City Clerk - November 2025 Budget Report**
- (3) Nicholas A. Cox, Mayor - Miscellaneous City Matters**
- (4) Jared McIver, Police Chief - November 2025 Police Report**
- (5) Brian Williams, Fire Chief - December 2025 Fire Report**

Adjournment

There being no further business, the meeting was adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk



**Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Regular Session Held on January 5, 2026

Discussion:

Suggested Wording of Motion:

"I move to adopt the minutes of the Minden City Council Regular Session held on January 5, 2026, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON JANUARY 5, 2026

The Minden City Council met at 520 Broadway Street in Minden, Louisiana, beginning at 6:00 PM with the following members present: Mayor Nicholas A. Cox, District A Councilman Carlton "Buddy" Myles, District B Councilman Levon "Charlie" Thomas, District C Councilwoman Latasha Mitchell, District D Councilman Michael Roy, and District E Councilman Andy Pendergrass.

Prayer: Carlton Myles

The prayer was offered by Carlton Myles.

Pledge: Levon Thomas

The Pledge of Allegiance was led by Levon Thomas.

Call Meeting to Order

Welcome: Mayor Nick Cox

Mayor Cox welcomed everyone to the meeting.

Additions to Agenda:

There were no additions to the agenda.

Public Comments

It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Adoption of Minutes

(1) Adopt Minutes of the Minden City Council Workshop Held on December 1, 2025

Carlton "Buddy" Myles moved to adopt the minutes of the Minden City Council Workshop held on December 1, 2025, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor.

(2) Adopt Minutes of the Minden City Council Regular Session Held on December 1, 2025

Michael Roy moved to adopt the minutes of the Minden City Council Regular Session held on December 1, 2025, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Election of Mayor Pro Tempore for the Year 2026

(3) Election of Mayor Pro Tempore for the Year 2026

Michael Roy moved to elect Carlton Myles, Council Representative for District A, as Mayor Pro Tempore for the year 2026. The motion was duly seconded by Latasha Mitchell and the vote was as follows: Aye(s): Levon "Charlie" Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): None. Abstention(s): Carlton "Buddy" Myles. Absence(s): None. The motion carried.

Resolutions

(4) Adopt Resolution - Authorizing Signatory Power to Sign Checks

Andy Pendergrass moved to adopt a Resolution Authorizing Mayor, Nicholas A. Cox; Mayor Pro Tempore, Carlton Myles; City Clerk, Melaney Langford; Assistant City Clerk, Elizabeth Campbell; and City Clerk Office Manager, Katrina Oglesby to Sign Checks Drawn by this Municipal Corporation on Any Financial Institution in Custody of City of Minden Funds, Effective Upon Adoption, as presented. The motion was duly seconded by Michael Roy and the vote was as follows: Aye(s): Levon "Charlie" Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): None. Abstention(s): Carlton "Buddy" Myles. Absence(s): None. The

motion carried.

Award Bid

(5) Award Bid No. 01-2026 - City of Minden Two-Million Gallon Ground Storage Tank

Michael Roy moved to award Bid No. 01-2026 – City of Minden Two-Million Gallon Ground Storage Tank to the lowest qualified bidder meeting all requirements, Don M. Barron Contractor, Inc., subject to concurrence of funding award by Facility Planning and Control, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Authority to Advertise

(6) Authority to Advertise for Bids for One (1) Altec AT48M, or Equivalent, Bucket Truck for Department 40

Carlton "Buddy" Myles moved to authorize the City Clerk to advertise for bids for one (1) Altec AT48M, or equivalent, Bucket Truck for Department 40, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor.

Authority for Mayor Cox to Accept Quote

(7) Authority for Mayor Cox to Accept Conterra Networks Quote #38111-Q-48575 and Execute Any and All Necessary Documents

Andy Pendergrass moved to authorize Mayor Cox to accept Conterra Networks Quote #38111-Q-48575 and execute any and all necessary documents, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

Minden Planning Commission Appeal

(8) Minden Planning Commission Appeal - 1397 Sheppard Street

Levon "Charlie" Thomas moved to overturn the December 4, 2025, decision of the Minden Planning Commission. The motion was duly seconded by Michael Roy and the vote was as follows: Aye(s): Levon "Charlie" Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): None. Abstention(s): Carlton "Buddy" Myles. Absence(s): None. The motion carried.

Reports

(9) Budget/Financial Report for November 2025

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

(10) Fire Report for December 2025

Fire Chief Brian Williams presented the Fire Report for the month of December 2025. No motion was required.

(11) Police Report for November 2025

Carlton "Buddy" Myles moved to accept the Police Report for the month of November 2025, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Adjournment

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

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk



Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Adopt Ordinance No. 1165 - An Ordinance to Establish the Minden Administrative Court Pursuant to LA R.S. 13:2575 and 13:2576

Discussion:

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1165 - An Ordinance to Establish the Minden Administrative Court Pursuant to LA R.S. 13:2575 and 13:2576, as presented.”

MOTION: None
AYE(s): None
ABSENCE(s):

SECOND:None
NAY(s): None
ABSTENTION(s): None

ORDINANCE NO. 1165

AN ORDINANCE TO ESTABLISH THE MINDEN ADMINISTRATIVE COURT PURSUANT TO LA R.S. 13:2575 AND 13:2576, WHICH SHALL HAVE JURISDICTION OVER THE CIVIL ADJUDICATION, INCLUDING BUT NOT LIMITED TO ORDERING REMEDIAL MEASURES BY VIOLATORS, PLUS THE IMPOSITION OF LAWFULLY AUTHORIZED FINES, FEES, PENALTIES, HEARING COSTS, AND LIENS, FOR THE CORRECTION AND ABATEMENT OF BLIGHTED PROPERTIES (LA RS 33:1374(B), ABANDONED PROPERTIES (LA RS 33:4720.59(D)(2)), OTHER VIOLATIONS OF MINDEN ORDINANCES PERTAINING TO THE PUBLIC HEALTH, HOUSING, FIRE CODE, ENVIRONMENT (INCLUDING JUNK, RUBBISH, AND LITTER), JUNKED OR ABANDONED VEHICLES, AND HISTORIC DISTRICT REGULATIONS OF MINDEN, AND SUCH OTHER PROPERTY CONDITIONS CONSTITUTING A THREAT TO THE PUBLIC HEALTH, SAFETY, AND WELFARE AS MAY BE DESIGNATED BY THE MAYOR; WITH SUCH JURISDICTION OVER VIOLATIONS EXTENDING TO THE OWNERS OF SUCH PROPERTIES, THEIR AGENTS, TENANTS, OR REPRESENTATIVES, WHETHER OCCURRING ON RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OR VACANT PROPERTY, AND ANY STRUCTURES OR IMPROVEMENTS THEREON; TO PROVIDE FOR THE APPOINTMENT OF AN ADMINISTRATIVE JUDGE TO PRESIDE OVER THE COURT, TO ESTABLISH THE DUTIES OF PERSONNEL IN SUPPORT OF SAID COURT AND PROCEDURES FOR THE CONDUCT OF COURT OPERATIONS; AND TO PROVIDE FOR ANY RELATED MATTERS THERETO

AN ORDINANCE amending and enacting Chapter 2 of the Minden Code of Ordinances, Administration: Article VI, Administrative Court: Sections 2-297 through 2-314 for clarification as provided herein.

WHEREAS, Article VI, Administrative Court: Section 2-297. – Purpose establishes the intent of protecting the public health, safety, and welfare of the citizens of Minden, promoting neighborhood integrity, and preserving property values by providing a fair and expeditious method of enforcement, correction, and abatement; and

WHEREAS, Article VI, Administrative Court: Section 2-298. – Authority outlines that LA R.S. 13:2575 and 13:2576 authorize the City of Minden to establish an Administrative Court; and

WHEREAS, Article VI, Administrative Court: Section 2-299. – Scope and Definitions outlines the property to which this Ordinance applies and defines the terms *Blighted Property*, *Abandoned Property*, *City*, *Administrative Judge*, and *Owner*; and

WHEREAS, Article VI, Administrative Court: Section 2-300. – Creation of Court establishes the “City of Minden Administrative Court”; and

WHEREAS, Article VI, Administrative Court: Section 2-301. – Administrative Judge outlines the appointment, qualifications, and recusal of the City of Minden Administrative Court Administrative Judge; and

WHEREAS, Article VI, Administrative Court: Section 2-302. – Powers and Duties of the Administrative Judge outlines the authority of the Administrative Judge; and

WHEREAS, Article VI, Administrative Court: Section 2-303. – Building Official and Code Enforcement outlines the designation and duties of the City of Minden Building Official in relation to the Administrative Court and outlines the creation, membership, and terms of the Beautification Advisory Panel; and

WHEREAS, Article VI, Administrative Court: Section 2-304. – Docket Clerk outlines the designation and duties of the City of Minden Administrative Court Docket Clerk; and

WHEREAS, Article VI, Administrative Court: Section 2-305. – Court Security outlines the designation and duties of the City of Minden Administrative Court Bailiff; and

WHEREAS, Article VI, Administrative Court: Section 2-306. – Initiation of Proceedings outlines the process of filing a “Petition for Adjudication”; and

WHEREAS, Article VI, Administrative Court: Section 2-307. – Notice of Hearing outlines the service of notice and the timeframe for hearings in the City of Minden Administrative Court; and

WHEREAS, Article VI, Administrative Court: Section 2-308. – Conduct of Hearing outlines the rights of the parties, the rules of evidence, and the burden of proof for hearings in the City of Minden Administrative Court; and

WHEREAS, Article VI, Administrative Court: Section 2-309. – Rules of Procedure establishes the authority of the City of Minden Administrative Court Administrative Judge to adopt, publish, and amend written “Rules of Procedure” governing the City of Minden Administrative Court; and

WHEREAS, Article VI, Administrative Court: Section 2-310. – Orders establishes that the City of Minden Administrative Court Administrative Judge shall issue a final written Order to the property owner stating whether a violation was found and, if applicable, the nature of the violation, the abatement action required, and a reasonable deadline for said abatement; and

WHEREAS, Article VI, Administrative Court: Section 2-311. – Penalties and Costs outlines fines, costs, and per diem; and

WHEREAS, Article VI, Administrative Court: Section 2-312. – Lien and Privilege establishes the authority of the City of Minden Administrative Court to place a lien and privilege against the land and improvements; and

WHEREAS, Article VI, Administrative Court: Section 2-313. – Enforcement establishes the authority of the City of Minden to enforce liens and collect fines, costs, and penalties; and

WHEREAS, Article VI, Administrative Court: Section 2-314. – Right of Appeal establishes the right to appeal decisions of the City of Minden Administrative Court and outlines the timeframe for filing an appeal.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Minden, Louisiana, in legal session convened, that Chapter 2 of the Minden Code of Ordinances, Administration: Article VI, Administrative Court: Sections 2-297 through 2-314 be amended and enacted as provided herein to read as follows, to-wit:

ARTICLE VI.

Administrative Court

Section 2-297. – Purpose.

The purpose of this Ordinance is to establish an efficient, non-criminal, administrative process for the adjudication and correction of violations of blighted properties (LA RS 33:1374(b), abandoned properties (LA RS 33:4720.59(d)(2)), other violations of Minden ordinances pertaining to the public health, housing, fire code, environment (including junk, rubbish, and litter), junked or abandoned vehicles, and historic district regulations, and such other property conditions constituting a threat to the public health, safety, and welfare as may be designated by the Mayor. This process is intended to protect the public health, safety, and welfare of the citizens of Minden, promote neighborhood integrity, and preserve property values by providing a fair and expeditious method of enforcement, correction, and abatement.

Section 2-298. – Authority.

This Administrative Court is established under the authority vested in the City of Minden by the Louisiana Constitution and in direct accordance with the provisions of **La. R.S. 13:2575** and **13:2576**.

Section 2-299. – Scope and Definitions.

This Ordinance shall apply to all immovable property, including all lots, plots, or parcels of land and any structures or improvements thereon, whether residential, commercial, industrial, or vacant, located within the corporate limits of the City of Minden.

For the purposes of this Ordinance, the following definitions shall apply:

Blighted Property shall mean any residential, commercial, industrial, or vacant premises, including lots, which have been declared to be a public nuisance by the Minden Building Official, as confirmed by the Administrative Judge following a hearing, to be a public nuisance and therefore blighted, under the criteria of LA R.S. 33:1374.B.(7), namely that the immovable property or any structure thereon, by reason of the condition in which it is permitted to remain, may endanger the health, life, limb, or property of any person, or cause any hurt, harm, damages, injury, or loss to any person in any one or more of the following conditions:

- (a) The property is dilapidated, decayed, unsafe, or unsanitary, is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency, and crime.
- (b) The property is a fire hazard.
- (c) The conditions present on the property and its surrounding grounds are not reasonably or adequately maintained, thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use, and enjoyment to such an extent that it is harmful to the public health, welfare, safety, and the economic stability of the area, community, or neighborhood in which such public nuisance is located.

Abandoned Property shall mean any immovable property, including any building or structure thereon, which has been declared "abandoned" by the Minden Building Official, as confirmed by the Administrative Judge following a hearing, and shall have the same meaning and criteria as set forth in **La. R.S. 33:4720.59(D)(2)**, as it may be amended.

City shall mean the City of Minden, Louisiana.

Administrative Judge shall mean the Administrative Judge for the City of Minden Administrative Court as authorized by LA R.S. 13:2575.

Owner shall mean the owner of record of the subject property as listed in the most current records of the Webster Parish Assessor's Office.

Section 2-300. – Creation of Court.

There is hereby established an administrative adjudication system to be known as the "**City of Minden Administrative Court**" (hereinafter referred to as "the Court"). The Court shall function as a quasi-judicial body with the authority to hear and decide matters concerning violations of public health, housing, fire code, environmental, and historic district ordinances, specifically those relating to blighted and abandoned property as defined herein.

Section 2-301. – Administrative Judge.

The Court shall be presided over by a single **Administrative Judge**.

- (a) **Appointment:** The Administrative Judge shall be appointed by the Mayor, subject to confirmation by the City Council. The Administrative Judge shall serve at the pleasure of the Mayor and City Council.

- (b) **Qualifications:** The Administrative Judge shall be an attorney at law, licensed to practice in the State of Louisiana, and in good standing with the Louisiana State Bar Association.
- (c) **Recusal:** The Administrative Judge shall recuse himself/herself from any hearing in which they have a personal, financial, or professional interest in the property or the outcome of the matter.

Section 2-302. – Powers and Duties of the Administrative Judge.

The Administrative Judge shall have the authority to:

- (a) Administer oaths and affirmations.
- (b) Issue subpoenas to compel the attendance of witnesses and the production of documents, records, or other evidence.
- (c) Conduct hearings in an orderly and fair manner, ensuring due process for all parties.
- (d) Take testimony and accept evidence.
- (e) Issue written orders, judgments, and notices of judgment.
- (f) Determine whether a violation of city ordinances exists.
- (g) Order the abatement of violations within a specified time period.
- (h) Impose fines, civil penalties, administrative costs, and hearing costs as authorized by this Ordinance and applicable state law.
- (i) Suspend or reduce fines and penalties in accordance with established policies for compliance.

Section 2-303. – Building Official and Code Enforcement.

- (a) **Designation:** The City of Minden Building Official shall serve as the primary administrative official for the investigation and prosecution of violations before the Court.
- (b) **Duties:** The duties of the Building Official in relation to the Court shall include, but are not limited to:
 - (1) Identifying and inspecting properties suspected of being blighted or abandoned.
 - (2) Prioritizing cases based on the severity of the violation and the threat posed to public health, safety, and welfare.
 - (3) Preparing a comprehensive case file for each property, including inspection reports, photographs, and ownership records.
 - (4) Filing the initial "Petition for Adjudication" with the Docket Clerk to initiate proceedings.
 - (5) Presenting the City's case, evidence, and testimony during the administrative hearing.
 - (6) Conducting follow-up inspections to verify compliance with Orders issued by the Administrative Judge.

(c) **Beautification Advisory Panel**

- (1) **Creation:** A Beautification Advisory Panel of five (5) members is created with whom the Building Official has the ability, but not the responsibility, to confer regarding matters being considered for referral to the Administrative Court, or otherwise, at his non-mandatory discretion and by such means of communication as he may choose.
- (2) **Membership:** The Beautification Advisory Panel members shall serve without compensation and solely in an advisory capacity. Five (5) members shall be appointed by the City Council, with each City Council representative appointing one (1) member. City Council members shall name their appointed member by written communication to the Mayor by no later than the deadline for such appointments communicated by the Mayor to the City Council following the effective date of this Ordinance. Should any City Council member fail to communicate his/her appointment to the Mayor by the stated deadline, the Mayor may appoint a person to fill that position.
- (3) **Terms:** Members of the Beautification Advisory Panel shall serve terms coterminous with the then-current term of their appointing City Council representative or Mayor. Members may be reappointed in the same manner as their original appointment, with any vacancy being filled in the same manner.

Section 2-304. – Docket Clerk.

- (a) **Designation:** A Docket Clerk shall be designated by the City to provide clerical and administrative support to the Court.
- (b) **Duties:** The duties of the Docket Clerk shall include, but are not limited to:
 - (1) Maintaining the official docket and case files for the Court.
 - (2) Scheduling hearing dates and times in coordination with the Administrative Judge.
 - (3) Issuing and serving all notices required by law, specifically adhering to the notice requirements set forth in **La. R.S. 13:2576**.
 - (4) Receiving and filing all documents, evidence, and pleadings submitted by the City or property owners.
 - (5) Drafting and issuing subpoenas as directed by the Administrative Judge.
 - (6) Transmitting final Orders and Judgments to the property owner.
 - (7) Recording Judgments and Liens in the Mortgage Records of the Webster Parish Clerk of Court.

Section 2-305. – Court Security.

- (a) **Designation:** The Ward 1 Marshal is hereby authorized to serve as the Bailiff for the Court.
- (b) **Duties:** The Bailiff shall attend all sessions of the Court to maintain order, ensure the safety of the Administrative Judge and all participants, and execute the orders of the Administrative Judge regarding courtroom conduct.

Section 2-306. – Initiation of Proceedings.

Proceedings before the Court shall be initiated by the filing of a "Petition for Adjudication" or similar charging document by the Building Official with the Docket Clerk. This document shall specify the nature of the violation, the location of the property, and the specific ordinance(s) alleged to be violated.

Section 2-307. – Notice of Hearing.

- (a) Upon the filing of a petition, the Docket Clerk shall issue a **Notice of Hearing** to the property owner.
- (b) **Service of Notice:** Service of the notice shall be made in strict accordance with **La. R.S. 13:2576(C)**. Notice shall be sent by certified or registered mail to the address of the property owner as listed in the assessor's records or otherwise determined, or by personal service. If mail is returned or the owner is unknown, notice shall be effected by publication in the official journal of the City of Minden for two consecutive days.
- (c) **Timeframe:** The hearing date shall be scheduled no less than fifteen (15) days after the date of service or the date of the last publication of notice.

Section 2-308. – Conduct of Hearing.

- (a) **Rights of Parties:** The City and the property owner (or their legal representative) shall have the right to introduce evidence, cross-examine witnesses, and make arguments.
- (b) **Rules of Evidence:** The formal Louisiana Code of Evidence shall not strictly apply. The Administrative Judge may admit and consider any evidence which possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs.
- (c) **Burden of Proof:** The City shall bear the burden of proving the violation by a preponderance of the evidence.

Section 2-309. – Rules of Procedure.

The Administrative Judge is hereby authorized to adopt, publish, and amend written "Rules of Procedure" governing the administration of the Court, provided such rules are not inconsistent with this Ordinance or State Law.

Section 2-310. – Orders.

Within a reasonable time following the conclusion of the hearing, the Administrative Judge shall issue a final written Order stating whether the owner is in violation of state statute or city ordinance.

If a violation is found, the Order shall specify the nature of the violation, the actions required to abate the violation, and a reasonable deadline for said abatement.

Section 2-311. – Penalties and Costs.

- (a) **Fines:** The Administrative Judge may assess fines and civil penalties for each violation as prescribed by the applicable city ordinances.
- (b) **Costs:** The Administrative Judge may assess all costs incurred by the City in the identification and processing of the violation, including but not limited to: administrative costs, inspection fees, mailing and service costs, and any other authorized fees.
- (c) **Per Diem:** The Administrative Judge may order that fines accrue on a per-diem basis until the violation is abated.

Section 2-312. – Lien and Privilege.

- (a) If the property owner fails to comply with the Order or pay the assessed fines and costs within the time specified, a copy of the Order shall be filed with the Docket Clerk and recorded in the Mortgage Records of the Webster Parish Clerk of Court.
- (b) Pursuant to **La. R.S. 13:2575(C)**, the recordation of the Order shall constitute a lien and privilege against the land and improvements. This lien shall be superior to all other claims, mortgages, and liens, except for ad valorem taxes and prior recorded local or special assessments.

Section 2-313. – Enforcement.

- (a) The City may enforce the lien and collect the fines, costs, and penalties in the same manner as the sale of property for delinquent ad valorem taxes.

Section 3-314. – Right of Appeal.

- (a) Any person aggrieved by a final Order of the Administrative Court may appeal the decision to the 26th Judicial District Court for the Parish of Webster.
- (b) **Timeframe:** Such appeal must be filed within thirty (30) days of the date of the Administrative Judge’s written Order, pursuant to **La. R.S. 13:2576(G)**.

BE IT FURTHER ORDAINED that if any provision of this Ordinance or 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 all ordinances or parts of ordinances in conflict with the ordinance are hereby repealed.

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

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

PASSED AND ADOPTED by the Council of the City of Minden on this ___ day of 2026, 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 Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Adopt Ordinance No. 1166 - An Ordinance to Amend and Enact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 78 - Streets, Sidewalks and Other Public Places, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Sections 78-101 Through 78-109

Discussion:

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1166 - An Ordinance to Amend and Enact the Code of Ordinances, City of Minden, State of Louisiana, Chapter 78 - Streets, Sidewalks and Other Public Places: Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Sections 78-101 Through 78-109, as presented.”

MOTION: None
AYE(s): None
ABSENCE(s):

SECOND:None
NAY(s): None
ABSTENTION(s): None

ORDINANCE NO. 1166

AN ORDINANCE TO AMEND AND ENACT THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF LOUISIANA, CHAPTER 78 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES: ARTICLE IV, REGULATING GROUND DISTURBANCE POTENTIALLY AFFECTING CITY INFRASTRUCTURE AND UTILITY INSTALLATION WITHIN THE CITY OF MINDEN: SECTION 78-101. – PURPOSE AND INTENT, SECTION 78-102. – DEFINITIONS, SECTION 78-103. – PERMIT REQUIREMENTS, SECTION 78-104.- CONSTRUCTION STANDARDS AND BEST PRACTICES, SECTION 78-105. – RESPONSIBILITIES, SECTION 78-106. – SCHEDULING AND NOTICE REQUIREMENTS, SECTION 78-107. – FUTURE UTILITY RELOCATION, SECTION 78-108. – UTILITY VAULTS AND UPKEEP, AND SECTION 78-109. – ENFORCEMENT AND PENALTIES

AN ORDINANCE amending and enacting Chapter 78 – Streets, Sidewalks and Other Public Places: Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Sections 78-101 through 78-109 for clarification as provided herein.

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-101 – Purpose and Intent establishes regulations and procedures for the installation of underground utilities; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-102 – Definitions defines the terms *Directional Boring, Open Trenching, Potholing, Daylighting, Street Cut, Ground Disturbance, Permittee, and Right of Way*; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-103 – Permit Requirements outlines the requirements of permit application, state/federal permits, review and approval, fees, updated approved plans, on-site representatives, and general liability insurance; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-104 – Construction Standards and Best Practices outlines utilities protection, environmental protection, traffic management, public notification, minimum clearance, potholing/daylighting, working hours, safety, requirements, street cuts, permittee identification, and restoration; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-105 – Responsibilities established the responsibility of the permittee to repair any damage done to City of Minden infrastructure; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-106 – Scheduling and Notice Requirements established the permittee’s requirement to schedule permitted activities; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-107 – Future Utility Relocation outlines relocating utility lines; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-108 – Utility Vaults and Upkeep establishes the responsibility of utility owners to upkeep, maintain, and repair utility vaults; and

WHEREAS, Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Section 78-109 – Enforcement and Penalties outlines inspections, non-compliance, and penalties.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Minden, Louisiana, in legal session convened, that Chapter 78 of the Minden Code of Ordinances, Streets, Sidewalks and Other Public Places: Article IV, Regulating Ground Disturbance Potentially Affecting City Infrastructure and Utility Installation Within the City of Minden: Sections 78-101 through 78-109 be amended and enacted as provided herein to read as follows, to-wit:

ARTICLE IV

REGULATING GROUND DISTURBANCE POTENTIALLY AFFECTING CITY INFRASTRUCTURE AND UTILITY INSTALLATION WITHIN THE CITY OF MINDEN

Section 78-101. – Purpose and Intent.

The purpose of this ordinance is to establish regulations and procedures for the installation of underground utilities, including pipe, wire, and cable installation within the City right-of-way, and infrastructure, as well as any ground disturbance activity potentially affecting City infrastructure within the city limits of Minden, LA including, but not limited to, directional boring techniques, open trenching, potholing, daylighting or similar practices. The ordinance seeks to ensure the safe, efficient, and organized installation of such utilities while minimizing disruption to public rights-of-way and existing infrastructure. This includes but is not limited to fiber cables, PVC, P.E., or similar utilities.

Section 78-102. – Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Directional Boring is defined as a method of underground utility installation that involves drilling a horizontal hole beneath the ground surface without disturbing the ground above, typically using a guided drilling rig.

Open Trenching is defined as the excavation of an open, continuous trench in the ground for the installation, repair, or replacement of underground utilities, pipelines, conduits, or other facilities. The trench remains open during construction until backfilling and surface restoration are completed.

Potholing is defined as the process of excavating a small, controlled test hole to visually confirm the exact horizontal and vertical location of existing underground utilities or structures prior to excavation or construction activities.

Daylighting is defined as the exposure of a buried utility or underground facility to daylight by removing the overlying material (typically using vacuum excavation) to allow visual identification, inspection, or verification of its location and condition.

Street Cut is defined as any excavation, trench, bore pit, core hole, or other disturbance of the surface or subsurface of a public street, alley, sidewalk, or other public right-of-way for the purpose of installing, maintaining, or repairing utilities, infrastructure, or other facilities.

Ground Disturbance is defined as any activity that results in the movement, removal, or displacement of soil, rock, pavement, or other materials on or below the surface of the ground, including but not limited to digging, trenching, drilling, boring, grading, or driving of posts, poles, or anchors.

Permittee is defined as any individual, company, utility provider, or other entity seeking authorization to perform any ground disturbance activity that may affect City infrastructure or installations within the City limits of Minden. The *Permittee* shall be the responsible party for submitting a complete permit application and for obtaining all approvals, authorizations, and permits required to conduct such work. The Permittee is also accountable for ensuring full compliance with all applicable City regulations, permit conditions, and construction standards throughout the duration of the project. Permittee remains legally responsible for all activities of its contactors or subcontractors.

Right of Way is defined as the area of land typically used for public infrastructure, such as roads, sidewalks, and utility corridors, owned by the City of Minden.

Section 78-103. – Permit Requirements.

- (a) *Permit Application:* Prior to conducting any activities regulated herein located within the city limits, the “Permittee”, must submit a permit application to the City of Minden Public Works Department. The application shall include, but is not limited to, the following information:
 - (1) Proposed project location, including streets, sidewalks, public rights-of-way, easements, or public property affected.
 - (2) Detailed project plans, including the proposed route of the bore, depth, size, and type of utility to be installed.
 - (3) Timeline for project completion.
 - (4) Contact information for the “Permittee”, and any contractors or subcontractors involved in the Project.
 - (5) Pole attachments are prohibited without a Pole Attachment Permit.
 - (6) The Permittee is responsible for any private property servitudes or issues and shall indemnify and hold the City of Minden harmless from any claims arising from any claims or disputes arising from such private property servitudes or issues.

- (b) *State/Federal Permit:* Any individual, company, or entity seeking to engage in any ground disturbance or utility installation activities along state or federal lands, highways, or other roadways within the jurisdiction of the City of Minden, regardless of possessing a valid state or federal issued permit for such activities, shall also be required to obtain a separate Ground Disturbance Permit from the Public Works Department. The City Ground Disturbance Permit shall be obtained in addition to any permits or authorizations issued by relevant state agencies. The issuance of a state/federal highway permit shall not exempt the permit holder from the obligation to secure a City Ground Disturbance Permit as specified herein. Prior to commencing any ground disturbance or utility installation activities on federal land within the City of Minden, the permit holder shall be responsible for promptly notifying and conferring with the appropriate federal personnel, agencies, or departments, as required by federal regulations. The permit holder shall also provide proof of such notification to the City of Minden as part of the application process for the City Ground Disturbance Permit. The application process for the City Ground Disturbance Permit involving federal land shall include, but not be limited to, providing documentation of federal notification and coordination efforts, along with any other information deemed necessary by the City of Minden to assess the potential impact of any ground disturbance or utility installation activities on local infrastructure, traffic, and safety.

- (c) Any changes in the approved plans for a permit shall require a new permit. No utility or their subsidy shall hold more than five (5) permits at a time.

- (d) *Review and Approval:* The Public Works Department shall review the permit application. Prior to any approval, an in-person meeting with Public Works Department personnel by permittee shall be required. Permittee shall disclose at the meeting all contractors and subcontractors who shall be authorized to perform permitted work. Approval of the permit shall be granted upon successful review of the permit application, subject to any necessary conditions or modifications.

- (e) *Fees:* A non-refundable permit fee shall be paid at the time the of application submission, as determined by the Minden City Council. There will be a \$500 fee for the permit
- (f) *Updated Approved Plans:* The “Permittee” shall adhere to the project plans that were approved. Any modifications or changes to the approved plans must be submitted for review to the parties who approved the initial application for approval before implementation.
- (g) *On-Site Representative:* The Public Works Department or its designated representatives may be present on-site during any ground disturbance or utility installation operations. The Public Works Department designated representative maintains the right to shut down a job in the event of emergency, any permit violation, or unforeseen infrastructure conflict at no expense to itself.
- (h) *General Liability Insurance:* The “Permittee” must provide proof of comprehensive general liability insurance covering and affecting said permittee’s business operations occupying city property. The “Permittee” shall notify the city of cancellation of such policies at least 30 days in advance of such cancellation.

Section 78-104. – Construction Standards and Best Practices.

- (a) *Utilities Protection:* The “Permittee”, and any person doing work for “Permittee”, shall take all necessary precautions to protect any other utility, whether underground or aboveground.
- (b) *Environmental Protection:* The “Permittee” shall take all necessary measures to prevent soil erosion, sedimentation, and contamination during and after the any ground disturbance or utility installation process. Proper disposal of refuse is the responsibility of the permittee.
- (c) *Traffic Management:* The “Permittee” shall develop a traffic management plan to minimize disruption to vehicular and pedestrian traffic during operations. The plan shall be submitted to and approved by the Public Works Department prior to commencement of work.
- (d) *Public Notification:* The “Permittee” shall provide advance notice to affected residents and businesses in the vicinity of the approved project, informing them of the nature, duration, and potential impacts of the work. The “Permittee” may be required to provide proof to the City of Minden that notification has gone out to affected residents.
- (e) *Minimum Clearance:* When crossing or running along any city utility, the new utility must maintain a vertical and horizontal distance of a minimum of three (3) feet.
- (f) *Potholing/Daylighting:* When crossing any city utility, the existing utilities must be exposed to ensure clearance and placement of new utility being bored.
- (g) *Working Hours:* Any work under this permit can only take place on City of Minden business days during the hours of 7:00 A.M. and 5:00 P.M. (~~CST~~CST) unless authorized by the Public Works Department. The boring head must be out of the ground at the end of the business day. Spot inspections may be performed by the Public Works Department.
- (h) *Safety:* All boring pits, vault installation, or anything associated with the excavation activity, must be secured, to prevent injury.
- (i) *Requirements:* Before any bore can begin the “Permittee”, or their representative must have a copy of the signed approved plans. Plans must also be available onsite and provided at the request of the City of Minden. The permit must be available onsite at the request of the City of Minden at any given time. Failure to

comply with this requirement will result in a shutdown of the project and a \$500 fine per day.

- (j) Street Cuts: Any ground disturbance requiring a street cut is prohibited on any City of Minden streets without prior written authorization from the City's Public Works Department and shall require an additional Street Cut Permit. (Ord. No. 831)
- (k) Permittee Identification: Identification of permittee and all contractors and subcontractors must be provided by both visible signage on vehicles and equipment and adequate documentation onsite. The City of Minden will provide identification tags for vehicles and equipment.
- (l) Restoration: Any ground disturbance within the City of Minden must be restored back to its original state and approved by the Public Works Department. An inspection must be scheduled at the end of the project with the Code Enforcement Official in order to close out the permit.

Section 78-105. – Responsibilities.

Repairs: Any damage to City of Minden infrastructure, other entity utility, or private property must be reported to Public Works Code Enforcement Official immediately and all work shall halt until repair is made and approved by City of Minden Public Works. Any damages that are made to such infrastructure are the responsibility of the "Permittee". "Permittee" shall, at his own expense, and at the Public Works Directors discretion have such damages repaired to the satisfaction of the owner of the damaged utility/property by competent personnel who are licensed to perform such repairs. If "Permittee" refuses or neglects to have repairs made, after due notification by authorized personnel of damages caused by "Permittee", his employees or equipment, shall cause the Owner to have the repairs made and billed against "Permittee".

Section 78-106. – Scheduling and Notice Requirements.

Scheduling and Coordination: The "Permittee" must schedule any activities under the permit with the City of Minden Public Works Department. A minimum of two (2) days' notice must be given. The "Permittee" must also provide all required notifications and information as stipulated by the regulations of the "811 Call Before You Dig" program. Information can be found on the Louisiana One-Call website or by calling 811.

Section 78-107. – Future Utility Relocation.

Notice of Relocation: The City of Minden may require, by written notice, that the owner of the utility line relocate the line at their own cost if the utility needs to be relocated due to city infrastructure projects or other justifiable reasons.

Section 78-108. – Utility Vaults and Upkeep.

Utility Vaults: Any utility vaults required for the installation of underground utilities shall be the responsibility of the utility owner, or their subsidy. This responsibility includes the upkeep, maintenance, and repair of the utility vaults, including but not limited to, cement replacement when located within sidewalks.

Section 78-109. – Enforcement and Penalties.

Inspections: The Public Works Department Code Enforcement Official shall conduct inspections throughout any ground disturbance or utility installation process to ensure compliance with the terms of the permit and this ordinance.

Non-compliance and Penalties: Failure to obtain a permit or adhere to the provisions of this ordinance may result in penalties, fines, and/or revocation of the permit, and/or suspended from being granted a permit for a period up to 2 years.

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 all ordinances or parts of ordinances in conflict with the ordinance are hereby repealed.

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

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

PASSED AND ADOPTED by the Council of the City of Minden on this ____ day of 2026, 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 Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Minden Police Department New Hire - Fabian Carter-Randle

Discussion:

Suggested Wording of Motion:

"Upon the recommendation of Police Chief Jared McIver, I move to confirm Fabian Carter-Randle as a full-time police officer in the Minden Police Department, subject to passing all applicable tests."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None



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: 12/29/2025

Re: Full Time Police Officer New Hire

I, Chief Jared McIver, am submitting a written request to hire applicant, Fabian Carter-Randle, as a Minden Police Department full-time Officer at a starting rate of \$15.00 an hour, non-exempt hourly status. Carter-Randle has successfully passed the civil service exam and is POST certified, Carter-Randle 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

A handwritten signature in black ink, appearing to read "Jared McIver", written over the typed name.

----- Forwarded message -----

From: "OSE Online Testing" <OSEOnlineTesting@LA.GOV>
To: "faboster044@yahoo.com" <faboster044@yahoo.com>
Sent: Wed, Nov 13, 2024 at 11:45
Subject: Online Exam Results



OFFICE of
STATE EXAMINER

OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Fabian Carter-Randle,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on November 9, 2024, with a score of **93** percent. Your test score is valid beginning November 13, 2024 and will expire on **May 13, 2026**.

SPECIAL NOTES:

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

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



Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Minden Police Department New Hire - Craig A. Crawford

Discussion:

Suggested Wording of Motion:

"Upon the recommendation of Police Chief Jared McIver, I move to confirm Craig A. Crawford as a full-time police officer in the Minden Police Department, subject to passing all applicable tests."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None



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: 1/12/2026

Re: Full Time Police Officer New Hire

I, Chief Jared McIver, am submitting a written request to hire applicant, Craig Allen Crawford, as a Minden Police Department full-time Officer at a starting rate of \$15.00 an hour, non-exempt hourly status. Crawford has successfully passed the civil service exam and is POST certified, Crawford 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

Shane Griffith

From: Craig Crawford <craigcrawford361980@gmail.com>
Sent: Wednesday, November 19, 2025 1:55 PM
To: Shane Griffith
Subject: Fwd: Online Exam Results

Sent from my iPhone

Begin forwarded message:

From: OSE Online Testing <OSEOnlineTesting@la.gov>
Date: November 19, 2025 at 1:29:10 PM CST
To: craigcrawford361980@gmail.com
Subject: Online Exam Results



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Craig Crawford,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on November 17, 2025, with a score of 85 percent. Your test score is valid beginning November 19, 2025 and will expire on May 19, 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



Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Budget/Financial Report for December 2025

Discussion:

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

Suggested Wording of Motion:

No motion is required.



Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Fire Report for January 2026

Discussion:

Fire Chief Brian Williams will present the Fire Report for the month of January 2026.

Suggested Wording of Motion:

No motion is required.



Minden Minden City Council
Regular Session
Monday, February 2, 2026
520 Broadway Street

Agenda Fact Sheet

Police Report

City Fines	\$12,997.00
District Attorney's Office	\$0.00
Crime Lab	\$60.00
City Court	\$62.00
Marshal's Office	\$60.00
Indigent Defender	\$90.00
Victim's Fund	\$0.00
Clerk's Fund	\$4.00
Community Service	\$0.00
WARE Center	\$15.00
LA Commission on Law Enforcement	\$4.00
Off-Duty Witness Fees	\$23.00
DARE	\$0.00
State Analysis	\$0.00
Agency Analysis	\$0.00
Court Case Management Information System	\$6.00
LA Traumatic Head & Spinal Cord Injury Trust Fund	\$10.00
Disability Affairs	\$0.00
Judicial Building Fund	\$20.00
Judicial Education	\$1.00
TOTAL	\$13,352.00

Suggested Wording of Motion:

"I move to accept the Police Report for the month of December 2025, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

Police Chief's Report December 2025

NAME	CITY FINE	DA	CRIME	CITY	MARSH	IND DEF	VICTIM	CLERK	COMM	WARE	LCLE	OFF-DUTY	DARE	ANALYS	ANALYS	CMIS	LTHSCIT	DISABIL	JUD.BL	TOTAL	
		OFFICE	LAB	COURT			FND	FND	SERV	CTR		WIT FEE		. ST	. AGY		F	. AFF	DG		JUD.ED
SHINE, JIMMY JR	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
HAMPTON, BOBBY	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
LOUD, CHRISTOPHER	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
HOLDER, REBECCA	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
HOLDER, REBECCA	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
KNOWLES, LACALVIN	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
BAUGH, JEREMY	81.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.00
TATE, LARRY	425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00
SCOTT, DESHUNSKI	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
HARDY, LAMEALYA	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
JACKSON, CARLOS	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
AUTRY, DOMINICESEA	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
DAVIS, XAVIER	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
LATHON, KIMBERLY	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
ABNEY, LAQSHUNDR	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
HENSON, JESSIE	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
YODER, CODY	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00
JONES, RYHIEM	1000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00
CARTER, MILES	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
JONES. TARENZO	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
RANDLE, EBONE	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
BILLUPS, JUSTIN	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00
BAILEY, ASHLEY	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
MCCLENDON, CEDRIC	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
HENDERSON, EDDIE	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
WHEELER, CARLA	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
POWELL, EDDIE	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
THORNHILL, SAMIYA	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
GRIGSBY, KATIAH	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
WHITMORE, IESHEA	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
HEARD, JAMES	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
COLE, CLINTON	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
MIMS, CAVASHAIE	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
CLINTON, ERIC	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
MIMS, LAKEEDRICK	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
CHANDLER, CYNTHIA	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
MILLER, JERRY	775.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	775.00
CAREY, RANDANEYSHA	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
GREEN, JESSICA	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
HARRIS, ASSIDIOUS	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
KIMBLE, LATASHIA	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
ROTON, JAMES	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
SMITH, KAITLYN	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
STERLING, JAKARONE	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
WHIPP, ALAN	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
DAIGLE, APRIL	234.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	234.00
LAW, CRESEDIA	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

CROW, KYAIRAH	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
HARRISON, DECRONSHAY	369.50	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	369.50
MOORE, JAVAN	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
FORD, DEVIN	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
HUEY, IVORY	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
LAWRENCE, PRISCILLA	42.00	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	219.50
ADKINS, HAYDEN	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
ALLUMS, TWIOKENYA	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
FORD, PARIS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
FULLWOOD, AARON	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
REDDY, JAIPAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
HENLEY, CYNTHIA	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
LIND, MICHAEL	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
NEAL, JESSICA	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
PALMER, DEMETRIUS	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
SANDERS, MARIAH	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
ST JACQUES, NOAH	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
HARRISON, DECRONSHAY	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
	12,997.00	0.00	60.00	62.00	60.00	90.00	0.00	4.00	0.00	15.00	4.00	23.00	0.00	0.00	0.00	6.00	10.00	0.00	20.00	1.00	13,352.00