

Minden City Council

REGULAR SESSION

Tuesday, January 3, 2023 – 5:30 p.m.

City Hall – Council Chambers

Prayer . . . Andy Pendergrass

Pledge . . . Carlton “Buddy” Myles

Welcome . . Mayor Nick Cox



AGENDA ITEMS

Public Comments

(To allow comments on any of the following items prior to action.)

- (A) Adopt Minutes of Council Regular Session held on December 5, 2022
- (B) Elect Mayor Pro Tempore for the Year 2023
- (C) Appointment – City Clerk
- (D) Appointment – City Attorney
- (E) Time of Regular City Council Meetings
- (F) Adopt Ordinance No. 1131 - Ordinance No. 1131 – Ordinance to Amend Chapter 90 – Utilities, Article IV. – Rates and Charges, Section 90-136. – Definitions and to Add Chapter 90 – Utilities, Article IV. – Rates and Charges, Section 90-138(b). – Service to Electric Vehicles through City-Owned Electric Vehicle Charging Station(s), of the Code of Ordinances, City of Minden, State of Louisiana
- (G) Adopt Resolution – Authorizing Credit Card Signatory Power
- (H) Adopt Resolution – Authorizing Signatory Power to Sign Checks
- (I) Adopt Resolution – Municipal Water Pollution Prevention
- (J) Intergovernmental Agreement with the Webster Parish Sheriff
- (K) Budget/Financial Report for November 2022
- (L) Police Report for November 2022
- (M) Annual Fire Report for the Year 2022

Announcements - Council Comments – Adjournment

Minden City Council
Regular Session
Tuesday, January 3, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(A) Adopt Minutes of Council Regular Session held on December 5, 2022

Discussion:

See attached.

Suggested wording of motion:

“I move to adopt the minutes of the Council Regular Session held on December 5, 2022, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN REGULAR SESSION HELD ON DECEMBER 5, 2022.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Tommy Davis, Wayne Edwards, Terika Williams-Walker, Vincen Bradford, Michael Roy, and Pam Bloxom. Absent: None. Mayor Davis welcomed everyone to the meeting. It is noted for the record that Mayor Davis allowed both council and public comments prior to every vote. Prayer was offered by Michael Roy and Pam Bloxom led the Pledge of Allegiance.

Upon motion by Michael Roy and duly seconded by Pam Bloxom, the council adopted the minutes of Council Regular Session held on November 7, 2022, as presented, by the following vote: Ayes: Wayne Edwards, Michael Roy, and Pam Bloxom. Nays: Terika Williams-Walker and Vincen Bradford. Absent: None. Abstain: None.

Wayne Edwards moved to adopt a Resolution to Amend the City of Minden 2021/2022 Budget, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Said resolution is attached to and made a part of these minutes.

Acting City Clerk Michael Fluhr presented the Budget/Financial Report for the month of October 2022. No motion is required.

The police report for October of 2022 was unanimously accepted, as presented, by motion of Wayne Edwards and duly seconded by Vincen Bradford.

The Mayor and City Council recognized Glenbrook School's 2022-2023 Varsity Football Team. The audience was invited to a reception following the council meeting in honor of the team's accomplishments.

Announcements were heard, council comments were heard, and the meeting was adjourned.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, Acting City Clerk

Minden City Council

Regular Session

Tuesday, January 3, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(B) Elect Mayor Pro Tempore for the Year 2023

Discussion:

Mayor Nick Cox recommends the election of Michael Roy, Council Representative for District D, as Mayor Pro Tempore for the Year 2023.

Suggested wording of motion:

“I move to elect Michael Roy, Council Representative for District D, as Mayor Pro Tempore for the year 2023.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council
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Agenda Fact Sheet

Agenda Item:

(C) Appointment of City Clerk

Discussion:

Mayor Nick Cox recommends Michael Fluhr as City Clerk.

Suggested wording of motion:

“Upon the recommendation of Mayor Nick Cox, I move to appoint Michael Fluhr as City Clerk for the City of Minden for the term of January 1, 2023 through December 31, 2023.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council
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Agenda Fact Sheet

Agenda Item:

(D) Appointment of City Attorney

Discussion:

Mayor Nick Cox recommends Jimbo Yocom as City Attorney.

Suggested wording of motion:

“Upon the recommendation of Mayor Nick Cox, I move to appoint Jimbo Yocom as City Attorney for the City of Minden for the term of January 1, 2023 through December 31, 2026.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council
Regular Session
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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(E) Time of Regular City Council Meetings

Discussion:

Mayor Nick Cox recommends adjusting the time of Regular City Council Meetings to 6:00 p.m. beginning on February 6, 2023 and continuing thereafter. In accordance with the Code of Ordinances for the City of Minden, Article II, Council, Sec. 2-31, Date of Regular Meetings, the Council shall meet regularly on the first Monday of each month. If the first Monday falls on a holiday, the Regular City Council Meeting shall be held on the following Tuesday.

Suggested wording of motion:

“Upon the recommendation of Mayor Nick Cox, I move the adjust the time of the City Council Regular Meetings to 6:00 p.m. beginning February 6, 2023 and continuing thereafter, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council
Regular Session
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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (F) Adopt Ordinance No. 1131 – Ordinance to Amend Chapter 90 – Utilities, Article IV. – Rates and Charges, Section 90-136. – Definitions and to Add Chapter 90 – Utilities, Article IV. – Rates and Charges, Section 90-138(b). – Service to Electric Vehicles through City-Owned Electric Vehicle Charging Station(s), of the Code of Ordinances, City of Minden, State of Louisiana

Discussion:

See attached.

Suggested wording of motion:

“I move to adopt Ordinance No. 1131 – Ordinance to Amend Chapter 90 – Utilities, Article IV. – Rates and Charges, Section 90-136. – Definitions and to Add Chapter 90 – Utilities, Article IV. – Rates and Charges, Section 90-138(b). – Service to Electric Vehicles through City-Owned Electric Vehicle Charging Station(s), of the Code of Ordinances, City of Minden, State of Louisiana, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

ORDINANCE NO. 1131

AN ORDINANCE TO AMEND CHAPTER 90 - UTILITIES, ARTICLE IV. – RATES AND CHARGES, SECTION 90-136. – DEFINITIONS AND TO ADD CHAPTER 90 - UTILITIES, ARTICLE IV – RATES AND CHARGES, SECTION 90-138(b). – SERVICE TO ELECTRIC VEHICLES THROUGH CITY-OWNED ELECTRIC VEHICLE CHARGING STATION(S), OF THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF LOUISIANA

AN ORDINANCE amending Section 90-136. – Definitions to add the definition *Electric Vehicle (EV) Charging Rate*.

AN ORDINANCE adding Section 90-138(b). – Service to Electric Vehicles through City-Owned EV Charging Station(s).

WHEREAS, the City has recently implemented an Electric Vehicle Charging Station.

NOW THEREFORE, BE IT ORDAINED by the City Council of Minden, in legal session convened, as follows, to-wit:

ARTICLE IV.

RATES AND CHARGES

Section 90-136. – Definitions.

The following words or phrases, when used in this article, shall be defined as follows:

Commercial heating rate means the rate to be charged for electric energy for use or consumption by any commercial user, solely for the purpose of heating any iron, pressing machine, or device, when separately served and metered.

Commercial rate means the rate to be charged for electric energy to any person for use or consumption, other than when used by domestic consumers.

Domestic rate means the rate to be charged for service to any family unit for domestic consumption only, and not resold, used or consumed in the operation of any business or machinery operated for a profit.

Large consumers of water means any person using or consuming at least 125,000 gallons of water per month.

Meter rate means the rate to be charged for electric energy furnished solely for use or consumption in the operation of any electric motor by any commercial user, when separately served and metered.

Net metering shall mean the generation of electric power by an electric customer of the system and the measurement of electric energy flow both into and out of the customer's facilities for the purpose of offsetting the customer's liability for electric energy from the system by the customer's production of electric energy.

Service through a master meter means service to two or more units solely for residential purposes, furnished through a single service meter.

Small consumer of water means any person using or consuming less than 125,000 gallons of water per month.

Electric Vehicle (EV) Charging Rate means the rate to be charged for electric energy provided by the City of Minden to any person for re-charging electric vehicles.

Section 90-137. – Deposit Required.

No changes.

Section 90-138. – Electric Rates.

No changes.

Section 90-138(a). – Service to Net Metering Facilities.

No changes.

Section 90-138(b). – Service to Electric Vehicles through City-Owned EV Charging Station(s).

The usage rate for electric energy provided by the City's municipal electric vehicle (EV) charging station(s) shall prevail:

- a) Commercial electric rate (per kwh for the first 50 kwh) plus Power Cost Adjustment (PCA) Rate multiplied by a factor of five (5). The so calculated rate will fluctuate monthly.

In addition to the usage rate, the following idling fee will apply:

- b) A \$0.30 idling fee per minute (after a 10-minute grace period after charging is complete). The idling fee shall not exceed \$30.00.

The City shall have the right to change the above-mentioned calculation formula at any time through newly-adopted ordinances. The City will make every effort to provide uninterrupted energy service (not guaranteed in emergencies) to its EV Charging Station(s).

Section 90-138.1. – Water Service Charges.

No changes.

Section 90-138.2. – Water Meter Testing.

No changes.

Section 90-139. – Authority to Establish Charges for Special Services.

No changes.

Section 90-140. – Water Tapping Fees, Service Call Fees, Fire Hydrant Meter Fees and Violations.

No changes.

Section 90-141. – Due Date; Delinquency Penalty.

No changes.

Section 90-142. – Disconnecting Water, Electricity for Failure to Pay.

No Changes.

Section 90-143. – Charge for Disconnecting Water, Electricity.

No Changes.

Section 90-144. – Sewer Service Charges within City Limits.

No Changes.

Section 90-145. – Water and Sewer Outside City.

No Changes.

Section 90-146. – Sewer Service Charge Outside City Limits.

No Changes.

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

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

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

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

Which Ordinance, upon motion by _____ and duly seconded by _____, was adopted this 3rd day of January, 2023, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council

Regular Session

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(G) Adopt Resolution – Authorizing Credit Card Signatory Power

Discussion:

This Resolution adds Nick Cox as Mayor, adds Ashlee Drake as Administrative Assistant to the Mayor, and removes Mahala Hutto as Main Street Program/Downtown Development Director.

Suggested wording of motion:

“I move to adopt a Resolution Authorizing Credit Card Signatory Power for Certain City of Minden Personnel, as presented.”

MOTION: _____

SECOND: _____

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION

**A RESOLUTION AUTHORIZING CREDIT CARD
SIGNATORY POWER FOR CERTAIN
CITY OF MINDEN PERSONNEL**

WHEREAS certain personnel are often required to travel in conducting City business; and

WHEREAS such travel often required the use of a credit card in conducting such City business.

THEREFORE, BE IT RESOLVED by the governing authority of the City of Minden that Nick Cox, Mayor; Michael Fluhr, City Clerk/Tax Officio; Brent Cooley, Building Official; Jeff Ellinwood, Director of Information Systems; and Ashlee Drake, Administrative Assistant to the Mayor be authorized to sign credit card vouchers and obligate City of Minden funds in payment of any such legitimate charges.

The aforesaid Resolution was read, considered, and adopted this 3rd day of January, 2023.

CERTIFICATE

I, Michael Fluhr, City Clerk for the City of Minden, hereby certify that the above constitutes a true and correct copy of a Resolution, which, upon motion of _____ and duly seconded by _____, was adopted by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

The same was adopted by the Mayor this 3rd day of January, 2023.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council
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Agenda Fact Sheet

Agenda Item:

(H) Adopt Resolution – Authorizing Signatory Power

Discussion:

Regarding signatory power to sign checks drawn by the City of Minden on any financial institution in custody of City funds, add Nick Cox as Mayor and add _____ as Mayor Pro Tempore in addition to Michael Fluhr as City Clerk/Tax Officio and Melaney Langford as Assistant City Clerk.

Suggested wording of motion:

“I move to adopt a Resolution authorizing Nick Cox as Mayor, _____ as Mayor Pro Tempore, Michael Fluhr as City Clerk/Tax Officio, and Melaney Langford as Assistant City Clerk to sign checks drawn by this municipal corporation on any financial institution in custody of City of Minden funds, effective upon adoption, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

RESOLUTION

BE IT RESOLVED, that on December 29, 2022, Nick Cox was sworn in as Mayor of Minden; and

BE IT RESOLVED, that effective January 3, 2023, _____ was elected Mayor Pro Tempore; and

BE IT RESOLVED, that effective January 3, 2023, Nick Cox, Mayor; _____, Mayor Pro Tempore; Michael Fluhr, City Clerk/Tax Officio; and Melaney Langford, Assistant City Clerk be the only duly authorized representatives to sign checks drawn by this municipal corporation on any financial institution in custody of City of Minden funds. Upon adoption, this Resolution removes signatory power from Marvin "Tommy" Davis, Wayne Edwards, and Terika Williams-Walker.

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

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

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

WHEREUPON, this Resolution was declared adopted on the 3rd day of January, 2023.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

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Agenda Fact Sheet

Agenda Item:

(I) Adopt Resolution – Municipal Water Pollution Prevention

Discussion:

See attached.

Suggested wording of motion:

“I move to adopt the Resolution for Municipal Water Pollution Prevention, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

RESOLUTION

MUNICIPAL WATER POLLUTION PREVENTION

BE IT RESOLVED, that the City of Minden, Louisiana informs the Louisiana Department of Environmental Quality that the following actions were taken by the Minden City Council.

1. Resolved the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this Resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in the Louisiana Pollutant Discharge Elimination System (LPDES), Number LA0038130, AI Number 19396.
 - a. Continued budget provisions for system rehabilitation.
 - b. Continued operator training and certification.

The aforesaid Resolution, having been submitted to a vote by motion of _____ and duly seconded by _____, was voted on as follows:

YEA:

NAY:

ABSENT:

ABSTAIN:

WHEREUPON, the Resolution was declared adopted on the 3rd day of January, 2023.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

LOUISIANA

MUNICIPAL WATER POLLUTION PREVENTION

MWPP



Facility Name:

Minden Wastewater
Treatment Facility

LPDES Permit Number:

LA0038130

Agency Interest (AI) Number:

19396

Address:

PO Box 580

Parish:

Webster

(Person Completing Form) Name:

Gary Floyd

Title:

Superintendent

Date Completed:

12/16/22

INSTRUCTIONS

1. Complete only the sections of the Environmental Audit which apply to your wastewater treatment system. Leave sections that do not apply blank and enter a "0" for the point value.
2. Parts 1 through 7 contain questions for which points may be generated. These points are intended to communicate to the department and the governing body or owner what actions will be necessary to prevent effluent violations. Place the point totals from parts 1 through 7 on the Point Calculation page.
3. Add up the point totals.
4. Submit the Environmental Audit to the governing body or owner for review and approval.
5. The governing body must pass a resolution which contains the following items:
 - a. The resolution or letter must acknowledge the governing body or owner has reviewed the Environmental Audit.
 - b. This resolution must indicate specific actions, if any, will be taken to maintain compliance and prevent effluent violations. Proposed actions should address the parts where maximum or close to maximum points were generated in the Environmental Audit.
 - c. The resolution should provide any other information the governing body deems appropriate.

Permit #: 0

PART I. INFLUENT FLOW/LOADINGS (all plants)

A. List the average monthly volumetric flows and BOD loadings received at your facility during the last reporting year.

Column 1 Average Monthly Flow (million gallons per day, MGD)		Column 2 Average Monthly BOD5 Concentration (mg/l)		Column 3 Average Monthly BOD5 Loading (pounds per day, lb/day)
1.068	x	48.9	x 8.34 =	435.56
1.129	x	58.1	x 8.34 =	547.06
1.092	x	41.1	x 8.34 =	374.31
1.101	x	40.7	x 8.34 =	373.72
1.671	x	33.1	x 8.34 =	461.29
1.449	x	27.7	x 8.34 =	334.75
1.322	x	35.6	x 8.34 =	392.51
1.006	x	85.5	x 8.34 =	717.35
1.088	x	74.3	x 8.34 =	674.19
1.510	x	165.0	x 8.34 =	2077.91
1.096	x	27.7	x 8.34 =	253.20
1.007	x	188.0	x 8.34 =	1578.90

BOD loading = Average Monthly Flow (in MGD) x Average Monthly BOD concentration (in mg/l) x 8.34

B. List the design flow and design BOD loading for your facility in the blanks below. If you are not aware of these design quantities, refer to your Operation and Maintenance (O&M) Manual or contact your consulting engineer.

Design Flow, MGD:	2.44	x 0.90 =	2.196
Design BOD, lb/day:	5200	x 0.90 =	4,680

Permit #: 0

C. How many months did the monthly flow (Column 1) to the wastewater treatment facility (WWTF) exceed 90% of design flow? Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

months	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
points	<u>0</u>	0	0	0	0	5	5	5	5	5	5	5	5

Write 0 or 5 in the C point total box 0 C Point Total

D. How many months did the monthly flow (Column 1) to the WWTF exceed the design flow? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

months	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
points	<u>0</u>	5	5	10	10	15	15	15	15	15	15	15	15

Write 0, 5, 10 or 15 in the D point total box 0 D Point Total

E. How many months did the monthly BOD loading (Column 3) to the WWTF exceed 90% of the design loading? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

months	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
points	<u>0</u>	0	5	5	5	10	10	10	10	10	10	10	10

Write 0, 5, or 10 in the E point total box 0 E Point Total

F. How many months did the monthly BOD loading (Column 3) to the WWTF exceed the design loading? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

months	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
points	<u>0</u>	10	20	30	40	50	50	50	50	50	50	50	50

Write 0, 10, 20, 30, 40 or 50 in the F point total box 0 F Point Total

G. Add together each point total for C through F and place this sum in the box below at the right.

TOTAL POINT VALUE FOR PART 1: 0 (max = 80)

Also enter this value or 80, whichever is less, on the point calculation table on page 16.

Permit #: 0

PART 2: EFFLUENT QUALITY / PLANT PERFORMANCE

A. List the monthly average effluent BOD and TSS concentrations produced by your facility during the last reporting year.

Month	Column 1 Average Monthly BOD (mg/l)	Column 2 Average Monthly TSS (mg/l)
Nov	2.97	3.92
Dec	4.66	1.68
Jan	1.82	1.53
Feb	1.00	1.73
Mar	2.87	4.57
April	4.54	1.64
May	3.20	1.12
June	1.58	2.39
July	1.86	2.55
Aug	4.30	4.70
Sept	1.65	1.38
Oct	2.01	1.89

B. List the monthly average permit limits for your facility in the blanks below.

	Permit Limit		90% of Permit Limit
BOD, mg/l	10.00	x 0.90 =	9.00
TSS, mg/l	15.00	x 0.90 =	13.50

Permit #: 0

C. Continuous Discharge to Surface Water.

- i. How many months did the effluent BOD (Column 1) exceed 90% of the permit limits? Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	<u>0</u>	0	10	20	30	40	40	40	40	40	40	40	40

Write 0, 10, 20, 30 or 40 in the i point total box 0 i Point Total

- ii. How many months did the effluent BOD (Column 1) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	<u>0</u>	5	5	10	10	10	10	10	10	10	10	10	10

Write 0, 5, or 10 in the ii point total box 0 ii Point Total

- iii. How many months did the effluent TSS (Column 2) exceed 90% of the permit limits? Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	<u>0</u>	0	10	20	30	40	40	40	40	40	40	40	40

Write 0, 10, 20, 30 or 40 in the iii point total box 0 iii Point Total

- iv. How many months did the effluent TSS (Column 2) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<u>0</u>	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	<u>0</u>	5	5	10	10	10	10	10	10	10	10	10	10

Write 0, 5, or 10 in the iv point total box 0 iv Point Total

- v. Add together each point total for i through iv and place this sum in the box below at the right.

TOTAL POINT VALUE FOR PART 2: 0 (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

Permit #:

0

D. Other Monitoring and Limitations

- i. At any time in the past year was there an exceedance of a permit limit for other pollutants such as: ammonia-nitrogen, phosphorus, pH, total residual chlorine, or fecal coliform?

√ Check one box.

Yes

No

If Yes, Please describe:

April Nitrogen as ammonia	49.78	Limit: 41
May Nitrogen as ammonia	4.62	Limit 4.0

1/16 Mar Day
mg/L

- ii. At any time in the past year was there a "failure" of a Biomonitoring (Whole Effluent Toxicity) test of the effluent?

√ Check one box.

Yes

No

If Yes, Please describe:

--

- iii. At any time in the past year was there an exceedance of a permit limit for a toxic substance?

√ Check one box.

Yes

No

If Yes, Please describe:

--

Permit #: 0

PART 3: AGE OF THE WASTEWATER TREATMENT FACILITY

A. What year was the wastewater treatment facility constructed or last major expansion/improvements completed?

1987

$$\begin{array}{rcccl} \text{Current Year} & - & \text{Answer to A} & = & \text{Age in years} \\ \hline 2022 & & 1987 & & 35 \end{array}$$

Enter Age in Part C below.

B. Check the type of treatment facility that is employed.

	FACTOR:
<input checked="" type="checkbox"/> Mechanical Treatment Plant (trickling filter, activated sludge, etc...) Specify Type: <u>Activated Sludge</u>	2.5
<input type="checkbox"/> Aerated Lagoon	2.0
<input type="checkbox"/> Stabilization Pond	1.5
<input type="checkbox"/> Other Specify Type: _____	1.0

C. Multiply the factor listed next to the type of facility your community employs by the age of your facility to determine the total point value for Part 3.

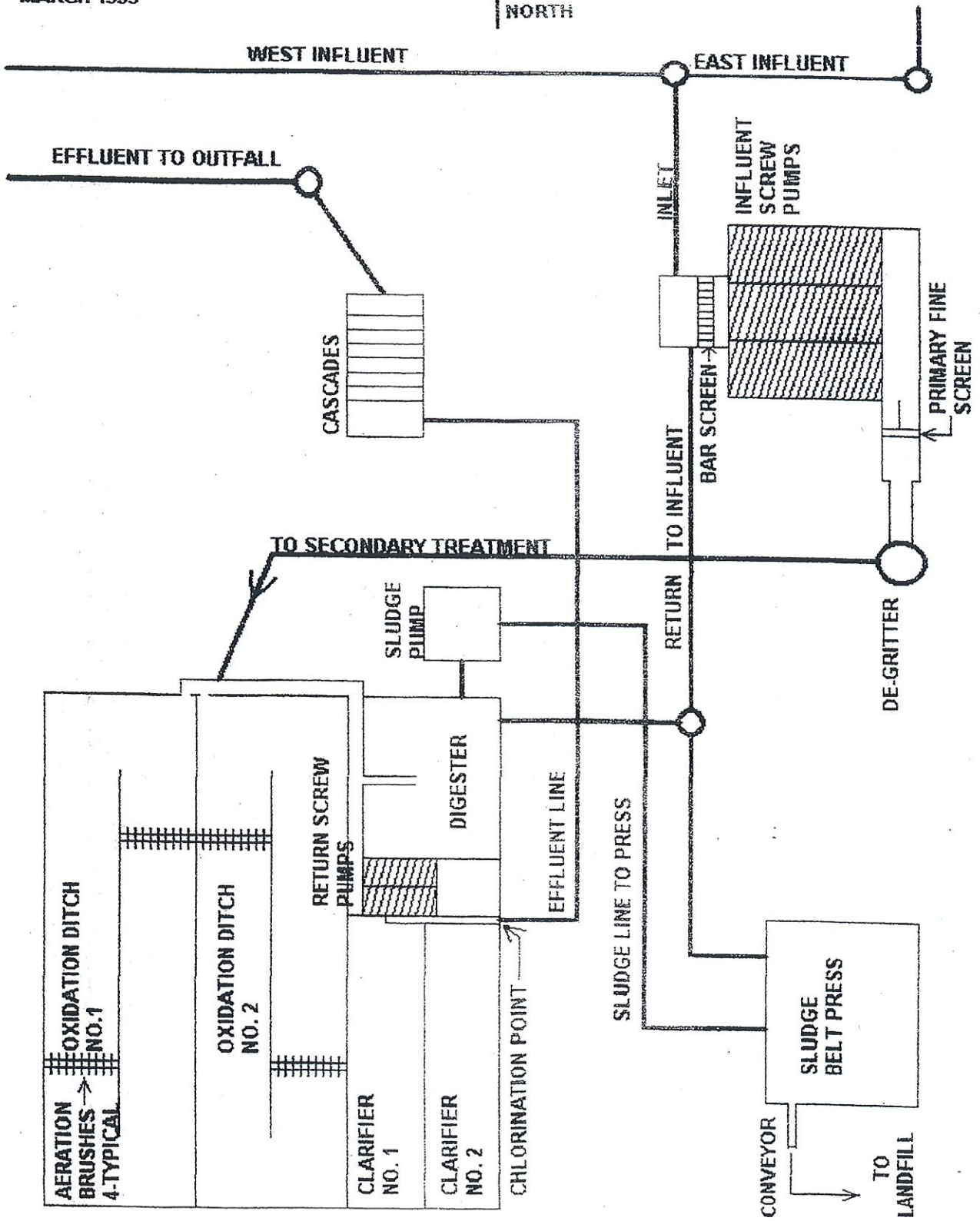
TOTAL POINT VALUE FOR PART 3 =

$$\frac{2.5}{\text{Factor}} \times \frac{35}{\text{Age}} = \boxed{87.5} \text{ (max = 50)}$$

Also enter this value or 50, whichever is less, on the point calculation table on page 16.

D. Please attach a schematic of the treatment plant.

CITY OF MINDEN
WASTEWATER TREATMENT PLANT
MARCH 1999



Permit #: 0

PART 4: OVERFLOWS AND BYPASSES

- A.
i. List the number of times in the last year there was an overflow, bypass or unpermitted discharge of untreated or incompletely treated wastewater due to heavy rain:
50 √ Check one box. 0 = 0 points 3 = 15 points
 1 = 5 points 4 = 30 points
 2 = 10 points 5 or more = 50 points

ii. List the number of bypasses, overflows or unpermitted discharges shown in A (i) that were within the collection system and the number at the treatment plant
Collection System: 7 Treatment Plant: 0

- B.
i. List the number of times in the last year there was an overflow, bypass or unpermitted discharge of untreated or incompletely treated wastewater due to equipment failure, either at the treatment plant or due to pumping problems in the collection system:
 √ Check one box. 0 = 0 points 3 = 15 points
 1 = 5 points 4 = 30 points
 2 = 10 points 5 or more = 50 points

ii. List the number of bypasses, overflows or unpermitted discharges shown in B (i) that were within the collection system and the number at the treatment plant
Collection System: Treatment Plant:

C. Specify whether the bypasses came from the city/village/town sewer system or from contract or tributary communities/sanitary districts, etc...
NA

D. Add the point values checked for A and B and place the total in the box below.
TOTAL POINT VALUE FOR PART 4: 50 (max = 100)
Also enter this value or 100, whichever is less, on the point calculation table on page 16.

E. List the person responsible (name and title) for reporting overflows, bypasses or unpermitted discharges to State and Federal authorities:
Gary Floyd Superintendent

Describe the procedure for gathering, compiling and reporting:
Collection system employees provide description of incident w/ time & dates, location & estimated amounts of water that was discharged. WWTP superintendent reports that information to DEQ via DMR.

Permit #:

0

PART 5: SEWAGE SLUDGE STORAGE, USE, AND DISPOSAL

A. Sewage Sludge Storage

How many months of sewage sludge storage capacity does your facility have available, either on-site or off-site?

Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<2	2	3	4-5	6
<i>points</i>	50	30	20	10	0

Write 0, 10, 20, 30 or 50 in the A point total box A Point Total

B. For how many months does your facility have approval to use or dispose of sewage sludge at a properly permitted landfill, land application site, or sewage sludge incinerator?

Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<6	6-11	12-23	24-35	>36
<i>points</i>	50	30	20	10	0

Write 0, 10, 20, 30 or 50 in the B point total box B Point Total

C. Add together the A and B point values and place the sum in the box below at the right:

TOTAL POINT VALUE FOR PART 5: (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

Permit #: 0

PART 6: NEW DEVELOPMENT

A. Please provide the following information for the total of all sewer line extensions which were installed during the last year.

Design Population: NA
Design Flow: NA MGD
Design BOD: NA mg/l

B. Has an industry (or other development) moved into the community or expanded production in the past year, such that either flow or pollutant loadings to the sewerage system were significantly increased (5% or greater)?

√ Check one box. Yes = 15 points No = 0 points

If Yes, Please describe:

List any new pollutants:

C. Is there any development (industrial, commercial or residential) anticipated in the next 2-3 years, such that either flow or pollutant loadings to the sewerage system could significantly increase?

√ Check one box. Yes = 15 points No = 0 points

If Yes, Please describe:

List any new pollutants you anticipate:

NA

D. Add together the point value checked in B and C and place the sum in the box below.

TOTAL POINT VALUE FOR PART 6: 0 (max = 30)

Also enter this value or 30, whichever is less, on the point calculation table on page 16.

Permit #: 0

PART 7: OPERATOR CERTIFICATION AND EDUCATION

A. What was the name of the operator-in-charge for the reporting year?
Name: Gary Floyd

B. What is his or her certification number:
Cert.#: 17066

C. What level of certification is the operator-in-charge required to have to operate the wastewater treatment facility?
Level Required: 3

D. What is the level of certification of the operator-in-charge?
Level Certified: 3

E. Was the operator-in-charge of the report year certified at least at the grade level required in order to operate this plant?
√ Check one box. Yes = 0 points No = 50 points
Write 0 or 50 in the E point total box 0 E Point Total

F. Has the operator-in-charge maintained recertification requirements during the reporting year?
√ Check one box. Yes No

G. How many hours of continuing education has the operator-in-charge completed over the last two calendar years?
√ Check one box. > 12 hours = 0 points < 12 hours = 50 points
Write 0 or 50 in the G point total box 0 G Point Total

H. Is there a written policy regarding continuing education an training for wastewater treatment plant employees?
√ Check one box. Yes No
Explain: All operators are required to comply w/DHH standards concerning training hours.

I. What percentage of the continuing education expenses of the operator-in-charge were paid for:
By the permittee? 100% By the operator? 0

J. Add together the E and G point values and place the sum in the box below at the right.

TOTAL POINT VALUE FOR PART 7: 0 (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

Permit #:

0

PART 8: FINANCIAL STATUS

A. Are User-Charge Revenues sufficient to cover operation and maintenance expenses?

√ Check one box.

Yes

No

If No, How are O&M costs financed?

B. What financial resources do you have available to pay for your wastewater improvements and reconstruction needs?

Monthly sewer use fee based on water usage.
Annual industrial/commercial sewer use fee,
City sales tax divided between water,
wastewater & collection depts.

Permit #:

0

PART 9: SUBJECTIVE EVALUATION

A. Collection System Maintenance

- i. Describe what sewer system maintenance work has been done in the last year.

Routine cleaning of sewer mains utilizing jet truck.

- ii. Describe what lift station work has been done in the last year.

Lift station pumps are maintained + repaired as necessary. Hour meters are read + recorded daily.

- iii. What collection system improvements does the community have under construction for the next 5 years?

?

B. If you have ponds please answer the following questions:

√ Check one box.

- | | | |
|---|------------------------------|-----------------------------|
| i. Do you have duckweed buildup in the ponds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii. Do you mow the dikes regularly (at least monthly), to the waters edge? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii. Do you have bushes or trees growing on the dikes or in the ponds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv. Do you have excess sludge buildup (> 1foot) on the bottom of any of your ponds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| v. Do you exercise all of your valves? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| vi. Are your control manholes in good structural shape? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| vii. Do you maintain at least 3 feet of freeboard in all of your ponds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| viii. Do you visit your pond system at least weekly? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Permit #:

0

C. Treatment Plants

i. Have the influent and effluent flow meters been calibrated in the last year?

Yes No (✓ Check one box.)

10/6/2022
Influent flow meter calibration date(s)

10/6/2022
Effluent flow meter calibration date(s)

ii. What problems, if any, have been experienced over the last year that have threatened treatment?

Excessive flow rates due to inflow + infiltration have on occasion exceeded the plants design specifications.

iii. Is your community presently involved in formal planning for treatment facility upgrade?

✓ Check one box.

Yes

No

If Yes, Please describe:

Permit #:

0

D. Preventive Maintenance

- i. Does your plant have a written plan for preventive maintenance on major equipment items?

√ Check one box.

Yes

No

If Yes, Please describe:

All equipment repairs are logged for future reference. Plant has O+M manuals.

- ii. Does this preventive maintenance program depict frequency of intervals, types of lubrication and other preventive maintenance tasks necessary for each piece of equipment?

Yes

No

- iii. Are these preventive maintenance tasks, as well as equipment problems, being recorded and filed so future maintenance problems can be assured properly?

Yes

No

E. Sewer Use Ordinance

- i. Does your community have a sewer use ordinance that limits or prohibits the discharge of excessive conventional pollutants (BOD, TSS or pH) or toxic substances to the sewer system from industries, commercial users and residences?

√ Check one box.

Yes

No

If Yes, Please describe:

City ordinance identifies all acceptable limits for substances regulated by our NPDES permit.

- ii. Has it been necessary to enforce?

√ Check one box.

Yes

No

If Yes, Please describe:

- iii. Any additional comments about your treatment plant or collection system? (Attach additional sheets if necessary.)

Permit #: 0

POINT CALCULATION TABLE

	Actual Values	Maximum
Part 1: <i>Influent Flow/Loadings</i>	<u>0</u>	80 points
Part 2: <i>Effluent Quality / Plant Performance</i>	<u>0</u>	100 points
Part 3: <i>Age of WWTF</i>	<u>50</u>	50 points
Part 4: <i>Overflows and Bypasses</i>	<u>50</u>	100 points
Part 5: <i>Ultimate Disposition of Sludge</i>	<u>0</u>	100 points
Part 6: <i>New Development</i>	<u>0</u>	30 points
Part 7: <i>Operator Certification Training</i>	<u>0</u>	100 points

TOTAL POINTS:

100

ATTACHMENT 3

SAMPLE MWPP RESOLUTION

Resolved that the village/town/city of _____ informs the Louisiana Department of Environmental Quality that the following actions were taken by _____ (governing body).

1. Resolved the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in the Louisiana Pollution Discharge Elimination System (LPDES) permit, number LA _____.

(Please be specific in listing the actions that will be taken to address the problems identified in the audit report.)

a.

b.

c.

d.

etc..

Passed by a majority/unanimous (circle one) vote of the _____
on _____ (date).

CLERK

Minden City Council
Regular Session
Tuesday, January 3, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (J) Intergovernmental Agreement with the Webster Parish Sheriff for Inmate Labor for Litter Abatement

Discussion:

See attached.

Suggested wording of motion:

“I move to renew the Intergovernmental Agreement with the Webster Parish Sheriff for Inmate Labor for Litter Abatement and authorize the Mayor to sign the renewal, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

INTERGOVERNMENTAL AGREEMENT

BE IT KNOWN BY ALL THOSE PRESENT:

That the City of Minden, herein represented by Mayor Nick Cox, and the Webster Parish Sheriff, herein represented by Sheriff Jason Parker, do hereby enter into this Intergovernmental Agreement ("Agreement").

Consistent with and pursuant to the provisions of LSA R.S. 15:708, which are incorporated herein by reference, and in consideration of the City of Minden paying to the Sheriff, One Thousand and No/100 (\$1,000.00) per month, the Sheriff agrees to have a Deputy available for the City of Minden one day a week from 8:00 a.m. until 4:00 p.m., or as agreed upon by the City of Minden and Sheriff, as follows:

Each day the Deputy with a minimum of four (4) inmate workers (prisoners) will report to the Maintenance Supervisor or a representative at City Hall pursuant to R.S. 15:708. The Deputy will then proceed to set the prisoners to work upon labor determined by the Maintenance Supervisor or his representative. The Deputy will inform the Maintenance Supervisor or Mayor when he/she will not be available to report to Minden and he/she will make arrangement with the Sheriff for another Deputy to report to Minden, if possible. The City of Minden will be credited, on the following monthly invoice, for days that the Deputy and inmate workers are not available or allowed to report to work.

The term of this agreement is continuous, commencing on the 1st day of December 2022. This agreement shall extend until June 30, 2023.

This agreement can be terminated by either party upon a thirty-day written notice given to the other party in writing.

The City of Minden shall indemnify and hold harmless the Sheriff and his deputies made available hereunder against and from any liability, loss or obligation caused, in whole or part, of any injury, damage, loss or harm caused or sustained by any of the inmates, except to the extent that the gross negligence or intentional acts or omissions of the Sheriff, Deputy, or Inmate is a substantial factor in causing any injury, damage, loss or harm. This indemnity and hold harmless obligation shall survive the termination of this agreement.

The Webster Parish Sheriff agrees, that all deputies and /or inmates are to be considered "independent contractors" of the City and the City shall not be liable, whether vicariously or otherwise for the actions of the deputies and/or inmates. At all times shall the deputy be considered to be an employee of the Webster Parish Sheriff, covered under its insurance and tax liability.

The Webster Parish Sheriff shall not assign this Agreement in whole or in part without the prior written consent of the City of Minden, which consent shall not be unreasonably withheld.

This Agreement is the entire Agreement between the parties superseding any prior oral or written Agreements. No modifications or waiver or amendment of this Agreement is valid unless in writing and signed by all authorized representatives.

In the event of an Administrative change, the new Mayor or Sheriff shall continue to have such authority under this Agreement during the period stated above.

If any portion of this agreement is determined by a court of competent jurisdiction to be unlawful or unconscionable, that portion shall be stricken from the agreement and the remaining portions of the agreement shall continue in full force, as if the stricken portion were never included.

CITY OF MINDEN
POLICY AND PROCEDURE

Below is a list of labor types which may be performed by inmates:

- a. Cutting, destroying, or removing noxious weeds or grass or other deleterious, unhealthful or noxious growth on any streets, or any lot, place or area within the municipality which is public property or an area which the Mayor or Sheriff has approved.
- b. All areas around City Hall, fire station/police department, water plant, sewer lift stations, and wastewater treatment plant can be maintained, unless otherwise stated.
- c. All rights of way on City of Minden roads and streets, and on and off ramps of Exit 47 and Exit 49, can be maintained by picking up litter and mowing, as needed.
- d. Inmates are always responsible to protect and maintain Minden city equipment. If there is a problem with any equipment, report to the Maintenance Supervisor or Mayor as soon as possible.
- l. Do not go on or do any work on private property unless you are pre-authorized by the Sheriff.
- m. Inmates are not to have social visits or contact by phone calls with family, friends, or members of the public.
- n. Inmates are always to remain in the sight of the Deputy.
- o. If a minor injury occurs on the work site, the inmate will be transported back to the Corrections Center. If injury warrants immediate medical attention, the Deputy will contact communications for medical assistance.
- p. Inmates are never allowed to have access to the City of Minden maintenance vehicle keys, and they are never allowed to drive the City of Minden maintenance vehicles or police cars. Inmates are always to be located inside the maintenance truck when the vehicle is in motion and they are being transported. They are never to be located on a tailgate or in the bed of the maintenance truck when the vehicle is in motion.

THUS, DONE AND SIGNED ON THE _____ DAY OF _____ 20____, after due reading of the whole, in the presence of the undersigned witness and appears.

WITNESSES:

CITY OF MINDEN

Nick Cox, Mayor

WEBSTER PARISH SHERIFF'S OFFICE

Jason Parker, Sheriff

Minden City Council
Regular Session
Tuesday, January 3, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(K) Budget/Financial Report for November 2022

Discussion:

Michael Fluhr, City Clerk, will present the Budget/Financial Report for the month of November 2022.

Suggested wording of motion:

No motion is required.

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council

Regular Session

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Agenda Item

(L) Police Report

City Fines	\$6,032.50
District Attorney’s Office	\$0.00
Crime Lab	\$320.00
City Court.....	\$394.00
Marshal’s Office	\$360.00
Indigent Defender.....	\$520.00
Victim’s Fund	\$0.00
Clerk’s Fund.....	\$24.00
Community Service.....	\$0.00
WARE Center	\$90.00
LA Commission on Law Enforcement	\$16.00
Off-duty Witness Fee	\$146.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$36.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$40.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$120.00
Judicial Education.....	\$4.00
TOTAL	\$8,102.50

Suggested wording of motion:

“I move to accept the Police Report for November of 2022, as presented.”

MOTION BY: _____ SECOND BY: _____

AYES: _____ NAYS: _____

ABSTAIN: _____ ABSENT: _____

Minden City Council Regular Session

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Agenda Fact Sheet

Agenda Item:

(M) Annual Fire Report

Discussion:

The written report will be distributed by Chief Mourad at the Council meeting on Monday night.

Suggested wording of motion:

“I move to approve the annual Fire Report, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____