

Minden City Council

REGULAR SESSION

Monday, February 6, 2023 – 6:00 p.m.

City Hall – Council Chambers

Prayer . . . Carlton “Buddy” Myles

Pledge . . . Levon “Charlie” Thomas

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 January 3, 2023
- (B) Appointments – Minden Downtown/Residential Historic Commission
- (C) Appointments – Minden Main Street Program/Downtown Development Commission
- (D) Appointments – Housing Authority of the City of Minden Board
- (E) Employee Manual Revision
- (F) Personnel – Minden Police Department New Hires
- (G) Personnel – Minden Police Department Promotions
- (H) Authority to Advertise for Bids for the 2022-2023 Street Improvements Project
- (I) Authority to Advertise for Bids for the FY 2022 LCDBG Sewer Rehabilitation Project
- (J) Adopt a Resolution that Adopts a Language Access Plan (LAP) for Limited English Proficiency Persons as Required to Receive LCDBG and Any Other Federal Funding
- (K) Authority for Mayor Nick Cox to enter into a contract to retain the services of Neil Erwin, Attorney at Law, to serve as “outside counsel” for the City of Minden and to represent the City in matters pertaining to land use, zoning, employment, and other legal matters as may become necessary under the supervision of the City Attorney
- (L) Adopt Resolution to Amend the City of Minden 2022/2023 Budget
- (M) Budget Financial Report for December 2022
- (N) Police Report for December 2022

Announcements - Council Comments – Adjournment

Minden City Council

Regular Session

Monday, February 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(A) Adopt Minutes of Council Regular Session held on January 3, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Council Regular Session held on January 3, 2023, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN REGULAR SESSION HELD ON JANUARY 3, 2023**

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Nick Cox, Carlton Myles, Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Absent: None. Mayor Cox welcomed everyone to the meeting. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote. Prayer was offered by Andy Pendergrass and Carlton Myles led the Pledge of Allegiance.

Upon motion by Michael Roy and duly seconded by Carlton Myles, the council unanimously adopted the minutes of the City Council Regular Session held on December 5, 2022, as presented. Absence(s): None. Abstention(s): None.

Carlton Myles moved to elect Michael Roy as Mayor Pro Tempore for the year 2023. The motion was duly seconded by Levon Thomas and voted on as follows: Aye(s): Carlton Myles, Levon Thomas, Latasha Mitchell, and Andy Pendergrass. Nay(s): None. Abstention(s): Michael Roy. Absence(s): None.

Michael Roy moved to appoint Michael Fluhr as City Clerk for the term of January 1, 2023 through December 31, 2023. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Absence(s): None. Abstention(s): None.

Upon motion by Andy Pendergrass and duly seconded by Michael Roy, the council unanimously appointed Jimbo Yocom as City Attorney for the term of January 1, 2023 through December 31, 2026. Absence(s): None. Abstention(s): None.

Carlton Myles moved to adjust the time of the City Council regular meetings to 6:00 p.m. beginning on February 6, 2023 and continuing thereafter. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Absence(s): None. Abstention(s): None.

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

Upon motion by Michael Roy and duly seconded by Carlton Myles, the council unanimously adopted a Resolution Authorizing Credit Card Signatory Power for Certain City of Minden Personnel, as presented. Absence(s): None. Abstention(s): None.

Andy Pendergrass moved to adopt a Resolution Authorizing Nick Cox as Mayor, Michael Roy 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. The motion was duly seconded by Carlton Myles and voted on as follows: Aye(s): Carlton Myles, Levon Thomas, Latasha Mitchell, and Andy Pendergrass. Nay(s): None. Abstention(s): Michael Roy. Absence(s): None.

Michael Roy moved to adopt the Resolution for Municipal Water Pollution Prevention, as presented. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor.

Upon motion by Andy Pendergrass and duly seconded by Latasha Mitchell, the council unanimously renewed the Intergovernmental Agreement with the Webster Parish Sheriff for Inmate Litter Abatement and authorized the Mayor to sign the renewal, as presented. Absence(s): None. Abstention(s): None.

City Clerk Michael Fluhr presented the Budget/Financial Report for the month of November 2022. No motion was required.

The police report for November of 2022 was unanimously accepted, as presented, by motion of Michael Roy and second by Latasha Mitchell.

Fire Chief Kip Mourad presented the Annual Fire Report for 2022. Upon motion by Andy Pendergrass and duly seconded by Carlton Myles, the council unanimously approved the Annual Fire Report, as presented.

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

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council

Regular Session

Monday, February 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(B) Appointments – Minden Downtown/Residential Historic Commission

Discussion:

Residential – Appointment of William Michael “Mike” Dick to fill the expired term of Anne Demaline, whose term expired on 12/31/2021. His term will expire on 12/31/2025.

Downtown – Appointment of Alicia Watson Adams to fill the expired term of Drew White, whose term expired on 12/31/2020. Her term will expire on 12/31/2024.

Downtown – Reappointment of Logan McConathy, whose term expired on 12/31/2019. His term will expire on 12/31/2023.

Residential – Reappointment of Charlotte Jones, whose term expired on 12/31/2019. Her term will expire on 12/31/2023.

Residential – Reappointment of Elizabeth Hollingsworth, whose term expired 12/31/2020. Her term will expire on 12/31/2024.

Downtown – Reappointment of Jodie Martin, whose term expired 12/31/2021. Her term will expire on 12/31/2025.

Residential – Reappointment of Leslie Rainer, whose term expired on 12/31/2022. Her term will expire on 12/31/2026.

Downtown – Reappointment of Melanie McCullough, whose term expired on 12/31/2022. Her term will expire on 12/31/2026.

See attached memorandum.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to approve the appointment(s) of William Michael “Mike” Dick, Alicia Watson Adams, Leslie Rainer, Melanie McCullough, Logan McConathy, Charlotte Jones, Elizabeth Hollingsworth, and Jodie Martin to the Minden Downtown/Residential Historic Commission to fill the expired terms, as presented.”

MOTION: _____

SECOND: _____

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

MEMORANDUM

January 30, 2023

MEMO TO: Carlton Myles Levon Thomas Latasha Mitchell Michael Roy

Andy Pendergrass

FROM: Mayor Nick Cox

RE: Appointments to the Minden Downtown/Residential Historic Commission

Please accept this memorandum as my formal recommendation to appoint William Michael "Mike" Dick and Alicia Watson Adams and reappoint Logan McConathy, Charlotte Jones, Elizabeth Hollingsworth, Jodie Martin, Leslie Rainer, and Melanie McCullough to the Minden Downtown/Residential Historic Commission. All of the aforementioned individuals are well-versed in matters regarding the historic district. If appointed, the new terms will expire as follows:

William Michael "Mike" Dick – 12/31/2025

Alicia Watson Adams – 12/31/2024

Logan McConathy – 12/31/2023

Charlotte Jones – 12/31/2023

Elizabeth Hollingsworth – 12/31/2024

Jodie Martin – 12/31/2025

Leslie Rainer – 12/31/2026

Melanie McCullough – 12/31/2026

Thank you for your consideration in this matter.



Nicholas A. Cox

Mayor

Minden City Council

Regular Session

Monday, February 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(C) Appointments to the Minden Main Street Program/Downtown Development Commission

Discussion:

Appointment of Kim Landaiche to fill the unexpired term of Larry Gipson, whose term will expire on 09/08/2024.

Reappointment of Shawn Hatcher, whose term expired on 09/08/2022. His term will expire on 09/08/2025.

Reappointment of Tiffany Washington-Johnson, whose term expired on 09/08/2022. Her term will expire on 09/08/2025.

See attached letter.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to approve the appointments of Kim Landaiche, Shawn Hatcher, and Tiffany Washington-Johnson to the Minden Main Street Program/Downtown Development Commission to fill the expired or vacant terms, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____



MINDEN MAIN STREET
P. O. BOX 580 MINDEN, LA 71058-0580
318-371-4258
MAHALA HUTTO, DOWNTOWN DEVELOPMENT DIRECTOR

January 26, 2023

Mayor Nick Cox
City of Minden
P. O. Box 580
Minden, LA 71058

Dear Mayor Cox:

The Minden Main Street/Downtown Development Board members Shawn Hatcher and Tiffany Washington-Johnson would like to be reappointed. Both Shawn Hatcher and Tiffany Washington-Johnson's new term will expire on September 8, 2025.

The Minden Main Street/Downtown Development Board member Larry Gipson has resigned. I would like to recommend Kim Landaiche, a Downtown Business and Property Owner, to fill Mr. Gipson's vacancy. These appointment terms will expire on September 8, 2024.

Thank you for your consideration.

Sincerely,

Mahala Hutto

Mahala Hutto
Main Street

Minden City Council
Regular Session
Monday, February 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(D) Appointments – Housing Authority of the City of Minden Board

Discussion:

Appointment of Shelia Phenix to the Housing Authority of the City of Minden Board

Appointment of Sharon Davis to the Housing Authority of the City of Minden Board

See attached.

Suggested Wording of Motion:

“I move to appoint Shelia Phenix and Sharon Davis to the Board of the Housing Authority of the City of Minden, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

HOUSING AUTHORITY OF THE CITY OF MINDEN



1209 East Street
Minden, LA 71055

318 377-1077

Fax 318 639-9594

January 31, 2023

To whom it may concern:

This notice is a request that the Minden City Council appoint Ms. Shelia Phenix and Ms. Sharon Davis to the Minden Housing Authority Board for a five-year term. Ms. Phenix will be regular board member and Ms. Davis will be resident board member. The terms will start the 1st of month after approval by the council.

Thanks in advance,

Chunda Jones

Chunda Jones

Minden City Council
Regular Session
Monday, February 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(E) Adopt Revision(s) to City of Minden Employee Manual

Discussion:

Revise the entire City of Minden Employee Manual and make adoption effective 02/09/2023

Suggested Wording of Motion:

“I move to adopt the revision(s) to the City of Minden Employee Manual and make adoption of the new City of Minden Employee Manual effective February 9, 2023, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council
Regular Session
Monday, February 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(F) Personnel – Police Department New Hires

Discussion:

1. Anthony Crittenden – Full-Time Police Officer – Minden Police Department
2. Cadyn O’Connor – Full-Time Police Officer – Minden Police Department

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to confirm Anthony Crittenden and Cadyn O’Connor as full-time police officers in the Minden Police Department, subject to passing all applicable tests.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Mayor Nick Cox

City Council Members

Human Resource, April Aguilar

Date: 12 January 2023

Re: Minden Police Dept. Full-Time Police Officer

From: Chief Jared McIver

I, Chief Jared McIver, am submitting a written request to bring before the City Council, Anthony Crittenden as a Minden Police Dept., full-time Police Officer. Anthony Crittenden has completed all job description requirements. Anthony Crittenden received his POST certification as a police officer from Bossier Parish Police Academy in November of 2020. He is currently employed with the Webster Parish Sheriff's Department as a School Resource Officer at Jones Elementary. With Anthony's certifications as a POST certified officer, upon hiring, Anthony can enter into the Department's Field Training Program immediately and start serving and protecting the citizens of Minden without having to attend a police academy in the future. For this reason, I Chief Jared McIver highly recommend to hire, Anthony Crittenden. Thanking you in advance,

Sincerely,


Chief Jared McIver



Police Officer Exam Results

1 message

Ashley Krumholt <Ashley.Krumholt@la.gov>
To: EMTLIFE4U@gmail.com <EMTLIFE4U@gmail.com>

Fri, Jan 6, 2023 at 09:46



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

-
Dear Anthony Crittenden,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on January 3, 2023, with a score of **87** percent. Your test score is valid beginning January 6, 2023. Therefore, your test score will expire on **July 6, 2024**.

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 POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Mayor Nick Cox

City Council members

Human Resource, April Aguilar

Date: 23rd January 2023

Re: Minden Police Dept. Full-Time Police Officer

From: Chief Jared McIver

I, Chief Jared McIver, am submitting a written request to bring before the City Council, Cadyn O'Connor as a Minden Police Dept., full-time Police Officer. Cadyn Oconnor successfully passed the entry level examination with a score of 94%.

Cadyn has completed all job description requirements. Cadyn Oconnor received his POST certification as a police officer from Caddo Parish Police Academy in November of 2022. He is currently in the National Guard Reserves. With Cadyn's certifications as a POST certified officer, upon hiring, Cadyn can enter into the Department's Field Training Program immediately and start serving and protecting the citizens of Minden without having to attend a police academy. For this reason, I Chief Jared McIver highly recommend to hire, Cadyn Oconnor. Thanking you in advance,

Sincerely,

A handwritten signature in blue ink that reads 'Jared McIver'. The signature is written in a cursive style with a large initial 'J'.

Chief Jared McIver

Jared Mclver

From: Cadyn o'connor <cadynoconnor@gmail.com>
Sent: Tuesday, January 10, 2023 2:46 PM
To: Jared Mclver
Subject: Fwd: Police Officer Exam Results

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Sent from my iPhone

Begin forwarded message:

From: Ashley Krumholt <Ashley.Krumholt@la.gov>
Date: January 10, 2023 at 11:15:20 AM CST
To: cadynoconnor@gmail.com
Subject: **Police Officer Exam Results**



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Cadyn Oconnor,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on January 9, 2023, with a score of **94** percent. Your test score is valid beginning January 10, 2023. Therefore, your test score will expire on **July 10, 2024**.

SPECIAL NOTES:

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

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

Minden City Council
Regular Session
Monday, February 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(G) Personnel – Minden Police Department Promotions

Discussion:

1. Officer First Class Reece Tewell to the rank of Sergeant
DOH: 08/06/2019
Officer Tewell has passed the Fire and Police Civil Service Board Police Sergeant Examination (documentation attached).
2. Officer First Class Christopher Cayer to the rank of Sergeant
DOH: 02/12/2020
Officer Cayer has passed the Fire and Police Civil Service Board Police Sergeant Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer First Class Reece Tewell and Minden Police Officer First Class Christopher Cayer to the rank of Sergeant, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____



520 BROADWAY
P.O. BOX 580 – MINDEN, LA. 71055
(P)318.371.4226
(F)318.371.4222

MEMO

DEPT. 10

To: Mayor Nick Cox and Council Members
cc: April Aguilar, HR
From: Chief Jared McIver
CJ Cheatham, Administrative Assistant - Minden Police Department
Date: January 20, 2023
Re: Departmental Promotion

On November 16, 2022, Officer First Class Reece Tewell was administered the Fire and Police Civil Service Board, Police Sergeant Examination. OFC Tewell scored a 75%. The Minden Police Department has current openings at the position of Police Sergeant. It is my recommendation, and mandated under Louisiana Revised Statute RS 33:2554, that Officer First Class Reece Tewell, be promoted to the rank of Police Sergeant.

Sincerely,

Chief Jared McIver

Jared McIver

Attached is a copy of OFC Reece Tewell's test score

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

DATE: DECEMBER 14, 2022

DEAR: REECE TEWELL,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON NOVEMBER 16, 2022, FOR THE CLASS
OF POLICE SERGEANT, WITH A SCORE OF 75% PERCENT.

YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE SERGEANT ON DECEMBER 13, 2022. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON DECEMBER 13, 2026.



SECRETARY

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



520 BROADWAY
P.O. BOX 580 – MINDEN, LA. 71055
(P)318.371.4226
(F)318.371.4222

MEMO

DEPT. 10

To: Mayor Nick Cox and Council Members
cc: April Aguilar, HR
From: Chief Jared McIver
CJ Cheatham, Administrative Assistant - Minden Police Department
Date: January 20, 2023
Re: Departmental Promotion

On November 16, 2022, Officer First Class Christopher Cayer was administered the Fire and Police Civil Service Board, Police Sergeant Examination. OFC Cayer scored an 82%. The Minden Police Department has current openings at the position of Police Sergeant. It is my recommendation, and mandated under Louisiana Revised Statute RS 33:2554, that Officer First Class Christopher Cayer, be promoted to the rank of Police Sergeant.

Sincerely,

Chief Jared McIver

Attached is a copy of OFC Christopher Cayer's test score

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

DATE: DECEMBER 14, 2022

DEAR: CHRIS CAYER,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON NOVEMBER 16, 2022, FOR THE CLASS
OF POLICE SERGEANT, WITH A SCORE OF 82% PERCENT.

YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE SERGEANT ON DECEMBER 13, 2022. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON DECEMBER 13, 2026.



SECRETARY

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

Minden City Council
Regular Session
Monday, February 6, 2023
Minden City Hall - Council Chambers



Agenda Fact Sheet

Agenda Item:

(H) Authority to Advertise for Bids for the 2022-2023 Street Improvements Project

Discussion:

This is a FY 2022-2023 budgeted project to include the following streets:

- Country Club Circle (Germantown Rd. to Lewisville Rd.)
- Bayou Avenue (Pine St. to High St.)
- High Street (Bayou Ave. to Shreveport Rd.)
- North Middle Landing (West St. to Shreveport Rd.)
- South Middle Landing (Shreveport Rd. to Horton St.)
- East Street (Martin Luther King Dr. to Industrial Dr.)
- Carolina Street (East St. to Sibley Rd.)
- Intersection of Davenport Drive / Erwin Thompson Drive.

Suggested Wording of Motion:

“I move to authorize the City Clerk to advertise for bids for the 2022-2023 Street Improvements Project.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council
Regular Session
Monday, February 6, 2022
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(I) Authority to advertise for bids for the FY 2022 LCDBG Sewer Rehabilitation Project

Discussion:

This project is being funded with Louisiana Community Development Block Grant (LCDBG) funds. See project plan attached.

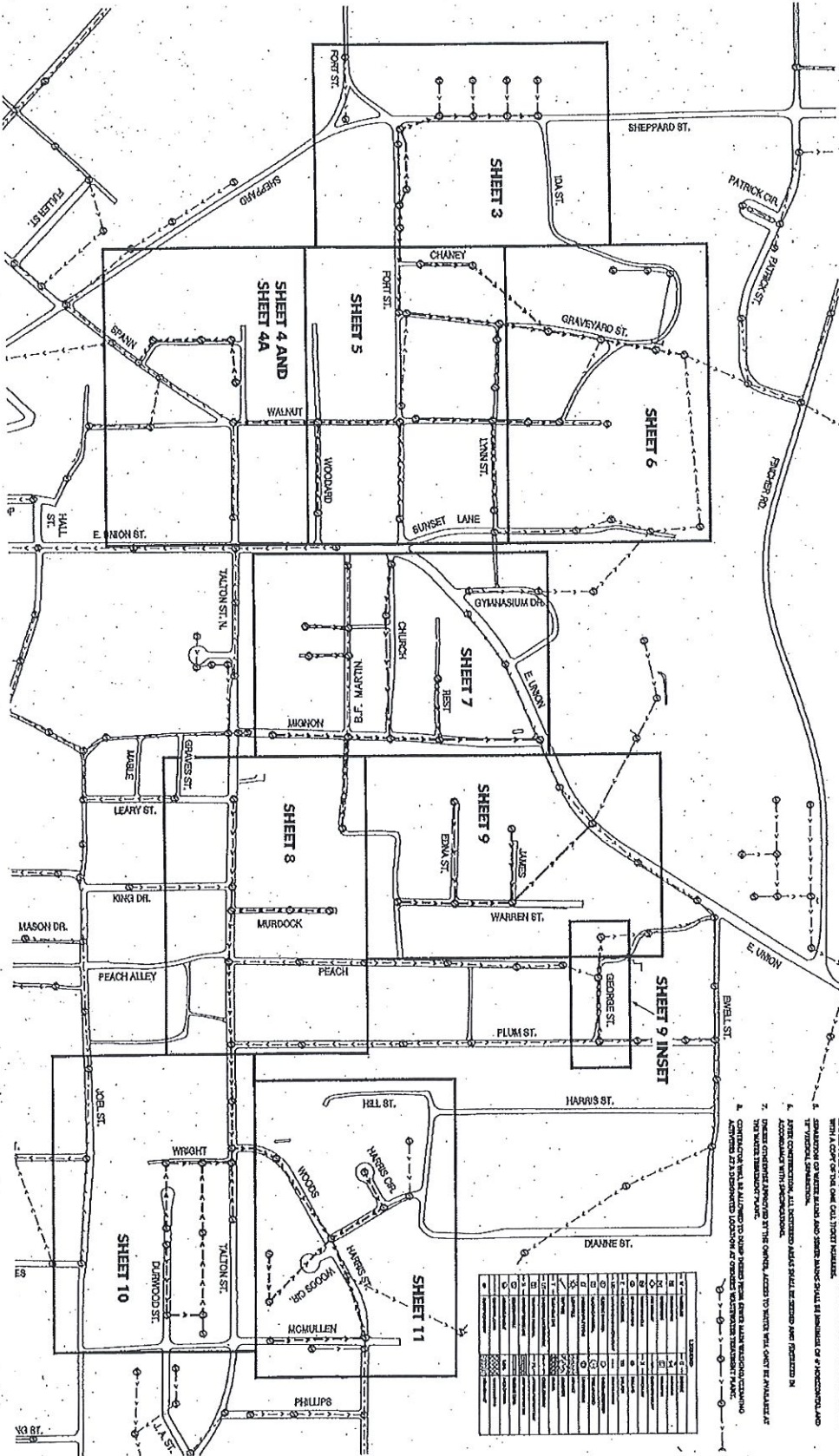
Suggested Wording of Motion:

“I move to authorize to advertise for bids for the FY 2022 LCDBG Sewer Rehabilitation Project, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____



Symbol	Description
(Symbol)	Proposed Sewer Line
(Symbol)	Existing Sewer Line
(Symbol)	Proposed Stormwater Line
(Symbol)	Existing Stormwater Line
(Symbol)	Proposed Water Main
(Symbol)	Existing Water Main
(Symbol)	Proposed Gas Line
(Symbol)	Existing Gas Line
(Symbol)	Proposed Electric Line
(Symbol)	Existing Electric Line
(Symbol)	Proposed Telephone Line
(Symbol)	Existing Telephone Line
(Symbol)	Proposed Cable TV Line
(Symbol)	Existing Cable TV Line
(Symbol)	Proposed Fiber Optic Line
(Symbol)	Existing Fiber Optic Line
(Symbol)	Proposed Fire Hydrant
(Symbol)	Existing Fire Hydrant
(Symbol)	Proposed Manhole
(Symbol)	Existing Manhole
(Symbol)	Proposed Catch Basin
(Symbol)	Existing Catch Basin
(Symbol)	Proposed Valve
(Symbol)	Existing Valve
(Symbol)	Proposed Meter
(Symbol)	Existing Meter
(Symbol)	Proposed Access Point
(Symbol)	Existing Access Point
(Symbol)	Proposed Street Light
(Symbol)	Existing Street Light
(Symbol)	Proposed Traffic Sign
(Symbol)	Existing Traffic Sign
(Symbol)	Proposed Utility Pole
(Symbol)	Existing Utility Pole
(Symbol)	Proposed Pole Attachment
(Symbol)	Existing Pole Attachment
(Symbol)	Proposed Pole Support
(Symbol)	Existing Pole Support
(Symbol)	Proposed Pole Crossarm
(Symbol)	Existing Pole Crossarm
(Symbol)	Proposed Pole Insulator
(Symbol)	Existing Pole Insulator
(Symbol)	Proposed Pole Transformer
(Symbol)	Existing Pole Transformer
(Symbol)	Proposed Pole Transformer Pad
(Symbol)	Existing Pole Transformer Pad
(Symbol)	Proposed Pole Transformer Enclosure
(Symbol)	Existing Pole Transformer Enclosure
(Symbol)	Proposed Pole Transformer Foundation
(Symbol)	Existing Pole Transformer Foundation
(Symbol)	Proposed Pole Transformer Pad Foundation
(Symbol)	Existing Pole Transformer Pad Foundation
(Symbol)	Proposed Pole Transformer Enclosure Foundation
(Symbol)	Existing Pole Transformer Enclosure Foundation
(Symbol)	Proposed Pole Transformer Foundation Pad
(Symbol)	Existing Pole Transformer Foundation Pad
(Symbol)	Proposed Pole Transformer Enclosure Foundation Pad
(Symbol)	Existing Pole Transformer Enclosure Foundation Pad
(Symbol)	Proposed Pole Transformer Foundation Enclosure
(Symbol)	Existing Pole Transformer Foundation Enclosure
(Symbol)	Proposed Pole Transformer Enclosure Enclosure
(Symbol)	Existing Pole Transformer Enclosure Enclosure
(Symbol)	Proposed Pole Transformer Foundation Enclosure Pad
(Symbol)	Existing Pole Transformer Foundation Enclosure Pad
(Symbol)	Proposed Pole Transformer Enclosure Enclosure Pad
(Symbol)	Existing Pole Transformer Enclosure Enclosure Pad
(Symbol)	Proposed Pole Transformer Foundation Enclosure Enclosure
(Symbol)	Existing Pole Transformer Foundation Enclosure Enclosure
(Symbol)	Proposed Pole Transformer Enclosure Enclosure Enclosure
(Symbol)	Existing Pole Transformer Enclosure Enclosure Enclosure

- NOTES**
- CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES, CONDUITS, MANHOLES, ETC. BEFORE BEGINNING CONSTRUCTION.
 - CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES, CONDUITS, MANHOLES, ETC. BEFORE BEGINNING CONSTRUCTION.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL GAS, WATER, SEWER, AND TELEPHONE LINES ON DISSEMINATED ELECTRICAL LINES WHICH ARE INTERFERED WITH BY THE PROPOSED CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE CITY OF MINDEN AT LEAST 72 HOURS BEFORE CONSTRUCTION SHALL BE BEGUN. CONTRACTOR SHALL NOTIFY THE CITY OF MINDEN AT LEAST 72 HOURS BEFORE CONSTRUCTION SHALL BE BEGUN. CONTRACTOR SHALL NOTIFY THE CITY OF MINDEN AT LEAST 72 HOURS BEFORE CONSTRUCTION SHALL BE BEGUN.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF MINDEN AND THE STATE OF MISSISSIPPI.

Minden City Council

Regular Session

Monday, February 6, 2022

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

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

Discussion:

See attached.

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

RESOLUTION

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

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

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

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

2023 State of Louisiana City of Minden

Language Access Plan for Limited English Proficiency Persons

I. Introduction

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

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

II. Description of Covered Program(s)

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

A. Louisiana Community Development Block Grant Program (LCDBG)

The LCDBG Program is a federally funded (HUD) program which provides grants to units of local government in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Grants are made to these communities for primary needs such as potable water, water for fire protection, sewer, streets, and economic development activities.

B. Local Government Assistance Program (LGAP)

LGAP funds are used to assist units of local government for needed infrastructure and long-term capital improvements in rural areas. The LGAP Program is designed to fill the gaps where there are no federal or other funds available to assist a unit of local government with an identified high priority need. Priority is given to those projects which identify and resolve basic human health and safety needs.

III. Four-factor Analysis

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

A. Number or proportion of LEP persons eligible to be served or likely to be encountered by the City of Minden or its federally funded programs. Per the 2016-2020 American Community Survey 5-Year estimates, Minden’s population is 12,145.

Approximately 97.4% of Minden’s population speaks English, and 2.6% speak a language other than English. 0.8% of Minden’s population speaks Spanish or Spanish Creole, and 1.5% speak other Indo-European languages and 0.3% speak Asian and Pacific Island Languages. No other ethnicity has a sizeable limited English proficiency.

The table below shows the LEP percentages for each of the above mentioned languages.

Language 1 (name)	Population That Speaks a Language Other Than English	LEP Number	LEP % of Total Minden Population
Spanish/Spanish Creole	88	39	0.8%
Other Indo-European	171	69	1.5%
Asian and Pacific Island	29	21	0.3%

1. LCDBG – Eligible applicants to the LCDBG program are non-entitlement communities in Louisiana, which includes the City of Minden.
 2. LGAP – All Louisiana municipalities and parishes are eligible to apply for funds excluding the HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.
- B. Frequency with which LEP persons come into contact with the programs
1. LCDBG – Throughout the history of the LCDBG Program the City of Minden has not encountered a LEP person.
 1. LGAP – There are no direct beneficiaries of the LGAP; all funds are granted to local governments.
- C. Nature and importance of the program, activity, or service provided by the program
1. LCDBG – While LCDBG programs deal mostly with public infrastructure, there is some direct benefit to the beneficiaries of sewer and water hook-ups on private property. Gathering of income data in order to determine income level can result in contacting a LEP person(s). Also, CDBG has a Citizen Participation requirement in order for the City of Minden to identify the community development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.
 2. LGAP – There is no direct benefit in this program.
- D. Resources available and costs to the recipient
1. LCDBG – Documents determined to be a vital will be translated when contact is made with an LEP person and a language is identified. If necessary, the document will be faxed or emailed to a telephone interpreter for immediate translation by phone. Language assistance measures will be determined as needed upon initial contact and language identification. Also, written translation is available through computer software.
 2. LGAP – No resources are needed, as there are not documents produced which are necessary for public viewing.

IV. Actions to be taken by the City of Minden

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

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

CERTIFICATE

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

YEA:

NAY:

ABSENCE(S):

ABSTENTION(S):

and the same was declared adopted by the Mayor on this _____ day of _____, 2023.

Michael Fluhr, City Clerk
City of Minden, Louisiana

Minden City Council

Regular Session

Monday, February 6, 2022

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (K) Authority for Mayor Nick Cox to enter into a contact to retain the services of Neil Erwin, Attorney at Law, to serve as “outside counsel” for the City of Minden and to represent the City in matters pertaining to land use, zoning, employment, and other legal matters as may become necessary under the supervision of the City Attorney

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Nick Cox to enter into a contact to retain the services of Neil Erwin, Attorney at Law, to serve as “outside counsel” for the City of Minden and to represent the City in matters pertaining to land use, zoning, employment, and other legal matters as may become necessary under the supervision of the City Attorney, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____



Neil Erwin Law

A Limited Liability Company

Neil T. Erwin, Licensed in Louisiana and Texas

Neil Erwin Law, LLC
2250 Hospital Drive, Suite 240
Bossier City, LA 71111
318-820-4110
neil.erwin@neilerwinlaw.com

VIA EMAIL

February 1, 2023

Mayor Nick Cox
City of Minden
P. O. Box 580
Minden, LA 71058-0580

Re: Proposal for Retainer Agreement for Legal Services on behalf of the City of Minden

Dear Mayor Cox:

We appreciate the opportunity to provide you with this proposal for legal services by Neil Erwin Law, LLC, on behalf of the City of Minden, and thank you for asking us to assist.

Scope of Services

Legal services as outside counsel in the areas of, regularly, zoning and land use, and as may be requested, municipal employment law. This includes representation of the City of Minden in routine litigation involving zoning and land use matters in state court, with any litigation representation in such matters that may be requested in federal court to be the subject of a separate mutually agreeable engagement.

Legal consulting services as outside counsel in other areas of municipal law may also be requested subject to mutually agreed scheduling.

I will be responsible for providing the legal matters being handled on the City's behalf.

The general assistance of Patricia Doane, our firm's planner, cartographer, and code author will be provided under the scope of services described but should Ms. Doane's specialized services be required in a particular litigation matter, such as creation of map or other graphic exhibits for

trial, these will be discussed with you and Mr. Jimbo Yocom, as City Attorney, in advance and her time billed under a mutually agreed hourly or other basis. This also would apply should Ms. Doane's services in carrying out an annexation project or the creation of a future land use map or other master planning document for the City of Minden be requested.

Supervision and Reporting

The services of our firm shall be under the supervision of and reporting to Mr. Yocom, as City Attorney, and with reporting also to you, as Mayor. Such reporting typically will be by email or text as to the status of matters being handled on the City's behalf as developments occur.

While I am happy to meet in person at your City offices or, if you choose, our office in Bossier City, should communications between us by videoconference or teleconference be more convenient or be called for in order to meet immediate time demands, that almost always can be arranged in my schedule simply upon short advance notice. My direct cellphone number is 318-820-4110.

Billing and Expenses

We will bill monthly in advance for the retainer in the amount of \$1,650 per month, providing detail as to services performed during the prior month.

We will not charge extra for expenses such as routine copies made in-house and travel to and from Minden. When additional costs must be advanced for such things as lengthy travel (when required and approved by you), outsourced copying for large jobs or in litigation, overnight delivery (when essential), and, for litigation, court costs and court reporter fees, they will be included in our regular monthly billing and will be due within 30 days of billing.

Term

The term of this agreement is on an annual basis, beginning February 1, 2023, with each of us having the opportunity to review terms and services performed and, following discussion, renew by mutual agreement prior to each anniversary date. However, you retain the right to terminate our representation at any time upon written notice to that effect, being responsible only for the fees and any expenses incurred to date.

Retention of File Information

At the conclusion of each year's legal services on your behalf, we will retain your file for five years on matters handled and considered closed during the course of the year. At the expiration of the 5-year period, we reserve the right to destroy these files unless you notify us in writing that you wish to take possession of them. We also maintain electronic files of some of the key documents involved in our representation in each matter, but not all information such as all emails. These electronic files are subject to the same retention period prior to possible purging.

If you are agreeable to our representation on the basis described, I would appreciate your signing and returning a copy of this letter to me. If you have any questions at all at this time, or at any time in the future, please feel free to ask.

With best regards,

Neil T. Erwin

The representation of Neil Erwin Law, LLC, as set forth above, is recommended by the Mayor and City Attorney, and approved by vote of the City Council of the City of Minden.

Nick Cox, Mayor

Date

Minden City Council
Regular Session
Monday, February 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(L) Adopt Resolution to Amend the City of Minden 2022/2023 Budget

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution to Amend the City of Minden 2022/2023 Budget, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

RESOLUTION

A RESOLUTION TO AMEND THE CITY OF MINDEN 2022/2023 BUDGET

WHEREAS, the City of Minden budget for the year 2022/2023 was approved on September 6, 2022; and

WHEREAS, a public hearing on said budget was held on September 6, 2022, as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE, be it resolved by the Council of the City of Minden, Webster Parish, Louisiana, that the following amendments to the approved budget for 2022/2023 be made:

2023 Budget Amendments – General Fund

	Revenue	Expense	
01-00-3311001	2,284,938		Federal Grant
01-00-3312001	378,882		LaDOTD Grant
01-23-4198017		2,284,938	Taxiway Final Phase/incl. Wildlife Fence
01-23-4198018		378,882	Taxiway Final Phase/Obstruction Removal Phase 3/Wildlife Fence

Amend Budget to Increase Revenue and Expense for Taxiway Final Phase

2023 Budget Amendments – LCDBG Fund

	Revenue	Expense	
14-00-3311101	1,158,000		LCDBG Grant
14-00-4117098		1,158,000	Construction Cost Sewer Project

Amend Budget to Increase Revenue and Expense for LCDBG Sewer Project

The foregoing resolution was read, considered, and is adopted this ____ day of February, 2023.

CERTIFICATE

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

And the same was declared adopted by the Mayor on this ____ day of February, 2023.

Michael Fluhr, City Clerk
City of Minden, Louisiana

Minden City Council

Regular Session

Monday, February 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(M) Budget/Financial Report for December 2022

Discussion:

Michael Fluhr, City Clerk, will present the Budget/Financial Report for December 2022.

Suggested Wording of Motion:

No motion is required.

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

Minden City Council

Regular Session

Monday, February 6, 2023

Minden City Hall – Council Chambers



Agenda Item

(N) Police Report

City Fines	\$2,513.00
District Attorney's Office	\$0.00
Crime Lab	\$200.00
City Court.....	\$222.50
Marshal's Office	\$210.00
Indigent Defender.....	\$310.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$14.00
Community Service.....	\$0.00
WARE Center	\$52.50
LA Commission on Law Enforcement	\$12.00
Off-duty Witness Fee	\$82.50
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$21.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$30.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$70.00
Judicial Education.....	\$3.00
TOTAL	\$3,740.50

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

