

Minden City Council
REGULAR SESSION



Monday, March 6, 2023 – 6:00 p.m.
City Hall – Council Chambers

AGENDA ITEMS

Prayer: Levon “Charlie” Thomas

Pledge: Latasha Anderson Mitchell

Welcome: Mayor Nick Cox

Additions to Agenda:

Public Comments

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

- (A) Adopt Minutes of Council Regular Session held on February 6, 2023**
- (B) Appointment – Director of Public Works**
- (C) Appointment – Director of Parks and Recreation**
- (D) Appointment – Chief of Fire Department**
- (E) Appointment – Minden Main Street Program/Downtown Development Commission**
- (F) Condemned Property**
- (G) Ordinance No. 1132 – An Ordinance to Abandon the West 14-Foot by 150-Foot Section of the Alley Running from Elm Street to Center Street in Block 5 of Goode Annex**
- (H) Ordinance No. 1133 – An Ordinance to Abandon the 50-Foot Undeveloped Street Right-of-Way with Cul-de-Sac that Runs Alongside Lots 2-6 of the Drake Subdivision #3 with Reservation of Utility Servitude**
- (I) Ordinance No. 1134 – An Ordinance to Amend and Re-enact Chapter 26 – Businesses, Article II. – Occupational License Taxes, Division 5. – Mobile Food Vendors of the Code of Ordinances, City of Minden, State of Louisiana**
- (J) Cooperative Endeavor Agreement between the City of Minden and the Junior Service League of Minden**
- (K) Cooperative Endeavor Agreement between the City of Minden and the Webster Parish Sheriff’s Office**
- (L) Speed Limit Change – Country Club Circle**
- (M) Budget Financial Report for January 2023**
- (N) Police Report for January 2023**

Announcements - Council Comments – Adjournment

Minden Fasching Parade Award Winners - presented by Shawn Hatcher, Chairman of the Minden Main Street Program/Downtown Development Commission

Presentation of Proclamation Honoring GYM 4:13

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



Agenda Fact Sheet

Agenda Item:

(A) Adopt Minutes of Council Regular Session held on February 6, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Council Regular Session held on February 6, 2023, as presented.”

MOTION: _____ SECOND: _____

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

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

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN REGULAR SESSION HELD ON FEBRUARY 6, 2023**

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 6:00 p.m. with the following members present: Mayor Nick Cox, Carlton Myles, Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. 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 Carlton Myles and Levon Thomas 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 January 3, 2022, as presented. Absence(s): None. Abstention(s): None.

Andy Pendergrass moved to approve the appointments 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. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

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

Upon motion by Levon Thomas and duly seconded by Carlton Myles, the council unanimously appointed Shelia Phenix and Sharon Davis to the Board of the Housing Authority of the City of Minden, as presented. Absence(s): None. Abstention(s): None.

Michael Roy moved to adopt the revisions to the City of Minden Employee Manual and make adoption of the new City of Minden Employee Manual effective February 9, 2023, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Absence(s): None. Abstention(s): None.

Upon motion by Carlton Myles and duly seconded by Andy Pendergrass, the council unanimously confirmed Anthony Crittenden and Cadyn O'Connor as full-time

police officers in the Minden Police Department, subject to passing all applicable tests.

Absence(s): None. Abstention(s): None.

Upon motion by Michael Roy and duly seconded by Latasha Mitchell, the council unanimously approved 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. Absence(s): None. Abstention(s): None.

Andy Pendergrass moved to authorize the City Clerk to advertise for bids for the 2022-2023 Street Improvements Project. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Absence(s): None. Abstention(s): None.

Carlton Myles moved to authorize to advertise for bids for the FY 2022 LCDBG Sewer Rehabilitation Project, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Absence(s): None. Abstention(s): None.

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

Carlton Myles moved to authorize 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, as presented. 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 a Resolution to Amend the City of Minden 2022/2023 Budget, as presented. Absence(s): None. Abstention(s): None.

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

The police report for December of 2022 was unanimously accepted, as presented, by motion of Michael Roy and second by Carlton Myles.

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, March 6, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(B) Appointment of Director of Public Works

Discussion:

Mayor Cox recommends the appointment of Tyler Wallace as Director of Public Works.

Suggested wording of motion:

“I move to appoint Tyler Wallace as Director of Public Works for the City of Minden.”

MOTION: _____ SECOND: _____

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

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

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



Agenda Fact Sheet

Agenda Item:

(C) Appointment of Director of Parks and Recreation

Discussion:

Mayor Cox recommends the appointment of Zita Williams as Director of Parks and Recreation.

Suggested wording of motion:

“I move to appoint Zita Williams as Director of Parks and Recreation for the City of Minden.”

MOTION: _____ SECOND: _____

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

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

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



Agenda Fact Sheet

Agenda Item:

(D) Appointment of Chief of Fire Department

Discussion:

Mayor Cox recommends the appointment of Brian Williams as Chief of the Fire Department.

Suggested wording of motion:

“I move to appoint Brian Williams as Chief of the Fire Department for the City of Minden.”

MOTION: _____ SECOND: _____

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

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

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



Agenda Fact Sheet

Agenda Item:

(E) Appointment to the Minden Main Street Program/Downtown Development Commission

Discussion:

Mahala Hutto, former Main Street Director, recommended the appointment of Sarah Overall to fill the unexpired term of Lauren Davidson, whose term will expire on 09/08/2023

See attached letter.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to approve the appointment of Sarah Overall to the Minden Main Street Program/Downtown Development Commission to fill the vacant term, as presented.”

MOTION: _____ SECOND: _____

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

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



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

February 22, 2023

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

Dear Mayor Cox:

The Minden Main Street/Downtown Development Board member Lauren Davidson has resigned.

I would like to recommend Mrs. Sarah Overall to fill this unexpired term on the Board. This appointments term will expire on September 8, 2023.

Thank you for your consideration.

Sincerely,

Mahala Hutto
Main Street

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



Agenda Fact Sheet

Agenda Item:

(F) Condemned Property

Discussion:

See attached.

Wording of Motion:

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

1. Helen J. Drake Estate – 422 East Union Street – District B

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

MOTION: _____ SECOND: _____

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

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

February 22nd, 2023

422 E. Union St. – Helen J. Drake Estate

District B

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



city of Minden

Nick Cox, Mayor
www.mindenusa.com

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

February 22, 2023

CERTIFIED MAIL 7020 1290 0000 8545 6267

Helen J. Drake Estate
c/o Charles Minifield
P.O. Box 1398
Minden, LA 71058

To whom it may concern:

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

Legal Description: LOT FRONTING 100 FT. ON UNION ST. OUT OF LOT #2, WARSAW ADDN. IN NW/4 OF NE/4 SEC. 27-19-9

The above property has the municipal address of **422 E. Union St.**

**Property Owner: Helen J. Drake Estate
c/o Charles Minifield
P.O. Box 1398
Minden, LA 71058**

You are further notified to show just cause at the City Council meeting on the **6th day of March, 2023, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.


Yours truly,

A handwritten signature in blue ink that reads "Nicholas A. Cox".

Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY												
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A: Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>X B. Swain</p>												
<p>1. Article Addressed to:</p> <p style="text-align: center;">Helen Drake Estate c/o Charles Minifield P.O. Box 1398 Minden, LA 71058</p>  <p style="text-align: center;">9590 9402 7320 2028 4494 70</p>	<p>B. Received by (Printed Name) C. Date of Delivery</p> <p>B. Swain 2-25-23</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>												
<p>2. Article Number (Transfer from service label)</p> <p style="text-align: center;">7020 1290 0000 8545 6267</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td></td> </tr> </table> <p><input type="checkbox"/> Restricted Delivery</p>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Collect on Delivery Restricted Delivery	
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<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery												
<input type="checkbox"/> Collect on Delivery Restricted Delivery													
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt</p>													

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

<p>Certified Mail Fee \$ _____</p> <p>Extra Services & Fees (check box, add fee as appropriate)</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Return Receipt (hardcopy)</td> <td>\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Return Receipt (electronic)</td> <td>\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td>\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Required</td> <td>\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td>\$ _____</td> </tr> </table> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p>	<input type="checkbox"/> Return Receipt (hardcopy)	\$ _____	<input type="checkbox"/> Return Receipt (electronic)	\$ _____	<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____	<input type="checkbox"/> Adult Signature Required	\$ _____	<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____	<p style="font-size: 1.5em; color: blue;">2/23/23</p> <p style="text-align: center;">Postmark Here</p>
<input type="checkbox"/> Return Receipt (hardcopy)	\$ _____										
<input type="checkbox"/> Return Receipt (electronic)	\$ _____										
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____										
<input type="checkbox"/> Adult Signature Required	\$ _____										
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____										
<p>Sent To <u>Helen J. Drake Estate</u></p> <p>Street and Apt. No., or PO Box No. <u>c/o Charles Minifield PO Box 1398</u></p> <p>City, State, ZIP+4® <u>Minden, LA 71058</u></p>											

PS Form 3800, April 2015 PSN 7530-02-000-9047
See Reverse for Instructions

7020 1290 0000 8545 6267

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 2/17/2023

Address 422 East Union St Zone R-3

Owner Helen J. Drake Agent Charles Minifield

Owner's Address PO Box 1398 Minden La 71058 Phone # _____

Type Occupancy Residential No. of Occ. Units 1

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

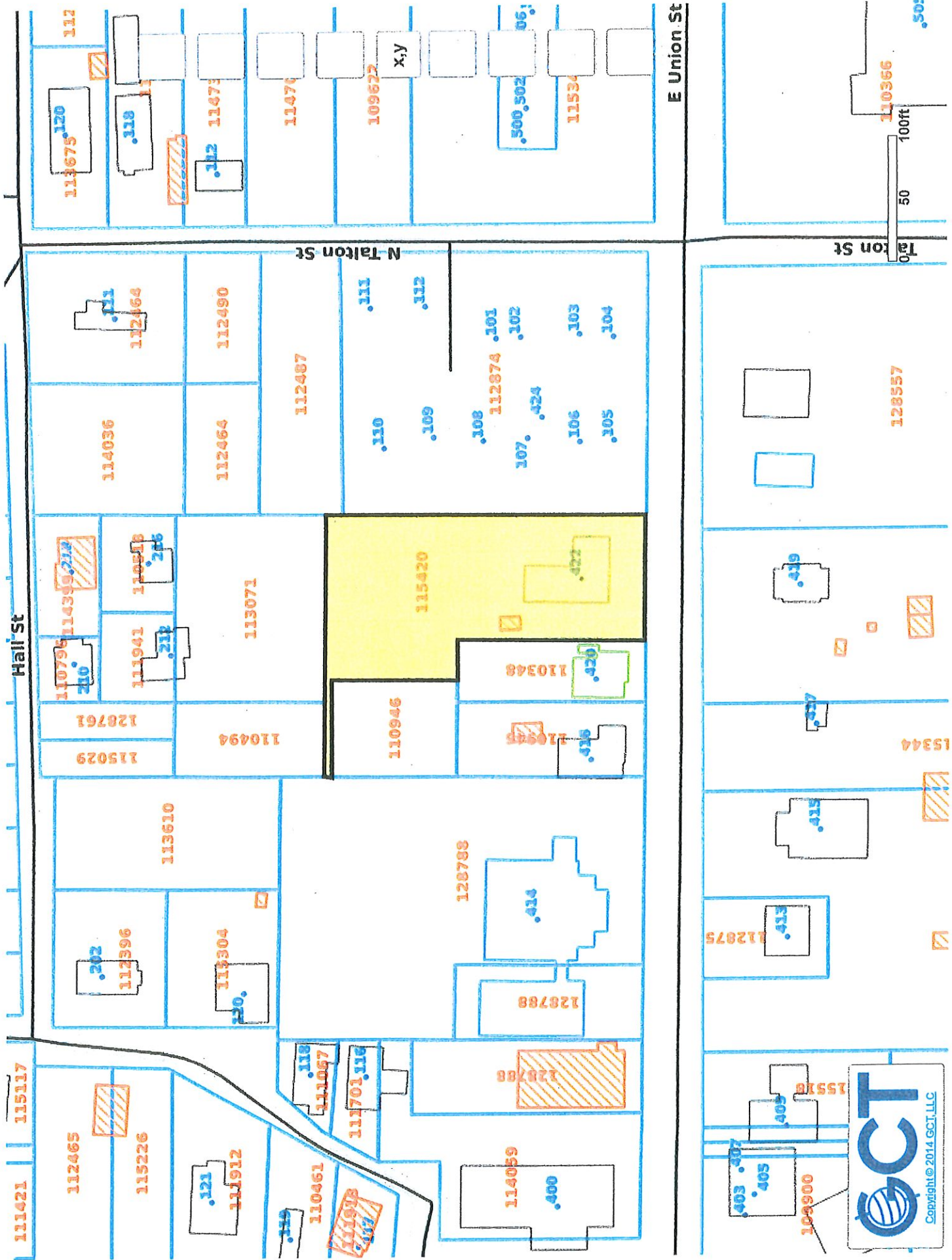
Condition of Building Indicates:

Conserve Rehabilitate Demolish

*No Access to building ---
Report based on observation
from exterior and previous access.*

Booly

Building Official





422 E. Union St.
2/27/23



422 E Union St
2/27/23



422 E Union St
2/27/23

Webster Parish Assessor 2023 Assessment Listing

Parcel#

115420

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=115420)**Primary Owner**

DRAKE, HELEN J. ESTATE

Mailing Address

C/O CHARLES MINIFIELD

P O BOX 1398

MINDEN LA 71058-1398

Ward

1-MN

Type

REAL ESTATE

Legal

LOT FRONTING 100 FT. ON UNION ST. OUT OF LOT #2, WARSAW ADDN. IN NW/4 OF NE/4 SEC. 27-19-9

Physical Address

422 UNION ST E

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	650	6,500	1.00	0
CITY RESIDENCE	5,960	59,600	1.00	0
TOTAL	6,610	66,100	2.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
517388	REDEMPTION	1/19/2010	219	1100	647
513046	TAX SALE, CITY	6/17/2009	219	1089	106

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To	Address
NO	DRAKE, HELEN J. ESTATE	YES	100.0000	100.0000	1/19/2010		
NO	JONES, RUBY W.	YES	75.0000	100.0000	6/17/2009	1/19/2010	
NO	DRAKE, HELEN J. ESTATE	NO	25.0000	0.0000	6/17/2009	1/19/2010	
NO	DRAKE, HELEN J.	YES	100.0000	100.0000	2/13/2006	6/17/2009	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
WARSAW ADDN. IN NW,NE 27-19-9	000	002				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	14.07	0.00
04 CONSOL PARISH	51.4400	340.02	0.00
16 ROAD DIST A	2.6200	17.32	0.00
14 S W IND DIST	0.0000	0.00	0.00
40 SCHOOL DIST #6	47.6000	314.64	0.00
TOTALS	103.7900	686.05	0.00

CITY

Millage	Mills	Taxpayer Tax	Homestead Tax
MINDEN	5.4600	36.09	0.00
TOTALS	5.4600	36.09	0.00

Notes

(VOL. 125-532) (VOL. 194-614 JUDG. OF POSS.) (SUBJ. TO HWY. R/W VOL. 271-116) (VOL. 541-520 JP) (VOL. 943-185)
 10/02-25000.

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



Agenda Fact Sheet

Agenda Item:

(G) Adopt Ordinance No. 1132 – An Ordinance to Abandon the West 14-foot by 50-foot Section of the Alley Running from Elm Street to Center Street in Block 5 of Goode Annex

Discussion:

Mr. Cupples and Mr. Quade requested that the City of Minden abandon this alley via the attached letter.

See attached.

Suggested wording of motion:

“I move to adopt Ordinance No. 1132 – An Ordinance to Abandon the West 14-foot by 50-foot Section of the Alley Running from Elm Street to Center Street in Block 5 of Goode Annex, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

ORDINANCE NO. 1132

AN ORDINANCE TO ABANDON THE WEST 14-FOOT BY 150-FOOT SECTION OF THE ALLEY RUNNING FROM ELM STREET TO CENTER STREET IN BLOCK 5 OF GOODE ANNEX

THE CITY OF MINDEN, LOUISIANA, DOES HEREBY ORDAIN

I.

That under the authority of La. R.S. 48:701, the following west 14-foot by 150-foot section of the alley that runs from Elm Street to Center Street in Block 5 of Goode Annex, which is declared by the City of Minden to no longer be needed for public purposes, be and hereby is abandoned:

A 7.00 foot wide strip of land containing 0.02 acres (1,050 square feet), more or less, being the North Half of that part of an existing alley lying adjacent to the South line of Lots 4, 5, and 6, Block 5, Goode Annex, a subdivision located in the West Half of the Northeast Quarter (W/2 of NE/4), Section 22, and the Southwest Quarter of the Southeast Quarter (SW/4 of SE/4), Section 15, all in Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and being more particularly described as follows:

Begin at a found iron pin under concrete, located on the East right-of-way of Elm Street, marking the Southwest Corner of said Lot No. 6, for the Point of Beginning, and run East for a distance of 150.00 feet to a set 1-inch iron pipe marking the Southeast Corner of said Lot No. 4; thence run South for a distance of 7.00 feet to a set ¾-inch iron pipe; thence run West for a distance of 150.00 feet to an "X" cut in concrete on the East right-of-way of Elm Street; thence run North for a distance of 7.00 feet along said right-of-way, the Point of Beginning

A plat of the surveyed property is attached.

II.

That the adjacent landowners be given notice of the abandonment by the City of Minden.

III.

This ordinance shall become effective thirty (30) days after it has been published once in the official journal of the City of Minden.

PASSED AND ADOPTED by the Minden City Council on this ____ day of _____, 2023, by the following vote and upon motion and second of _____ and _____, respectively.

AYE(S):

NAY(S):

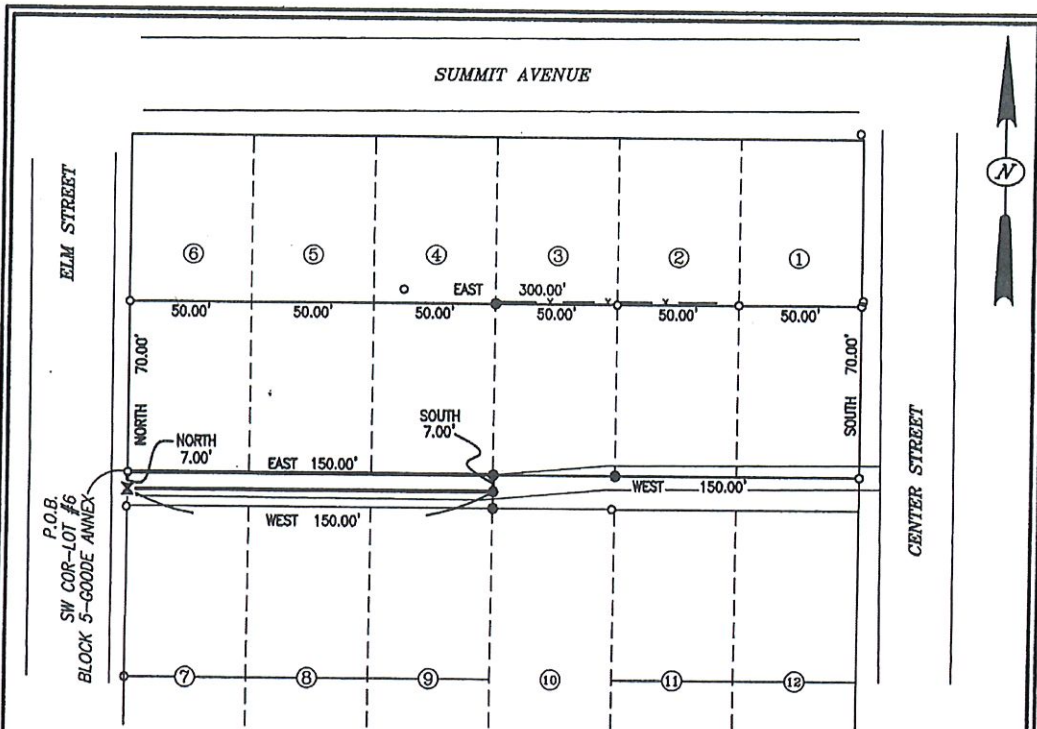
ABSENCE(S):

ABSTENTION(S):

Nick A. Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk



PLAT OF SURVEY FOR JEFFERY M. AND ELISSA B. CUPPLES

DESCRIPTION:

A 7.00 foot wide strip of land containing 0.02 acres (1050 square feet), more or less, being the North Half of that part of an existing alley lying adjacent to the South line of Lots 4, 5, and 6, Block 5, Goode Annex, a subdivision located in the West Half of the Northeast Quarter (W/2 of NE/4), Section 22, and the Southwest Quarter of the Southeast Quarter (SW/4 of SE/4), Section 15, all in Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and being more particularly described as follows:

Begin at a found iron pin under concrete, located on the East right of way of Elm Street, marking the Southwest Corner of said Lot No. 6, for the Point of Beginning, and run East for a distance of 150.00 feet to a set 1 inch iron pipe marking the Southeast Corner of said Lot No. 4; thence run South for a distance of 7.00 feet to a set 3/4 inch iron pipe; thence run West for a distance of 150.00 feet to an "X" cut in concrete on the East right of way of Elm Street; thence run North for a distance of 7.00 feet along said right of way, to the Point of Beginning.

JANUARY 12, 2023 SCALE: 1" = 60'
 DRAWING #: 22-273C

TO ALL PARTIES INTERESTED IN TITLE TO PREMISES SURVEYED:
 I hereby certify that the above survey was made in accordance with applicable standards of practice as stipulated in Title 46 for a Class "D" Survey.

This plat represents an actual traversed survey made by me on the ground and is correct and any encroachments either way across property lines are as shown.

This property is located in Flood Zone "X", an area determined to be outside the 0.2% annual chance floodplain.
 Ref. F.I.R.M. Comm. Pan. No. 220237 0320 E. Effective Date: March 02, 2010.

This property is located on a publicly maintained road.
 This property is located within the incorporated limits of Minden, Louisiana.

Bearings from previous surveys by Paul W. Culpepper for Jeffery M and Elissa B. Cupples (Landmark Survey No. 15-174C), dated August 31, 2015; and plat of Goode Annex, by E.A. Jordan, dated March 17, 1914 and recorded in Map Book 1, at Page 28.

All servitudes and rights of way shown hereon were located by observable evidence on the ground. Additional servitudes and rights of way of record or of use affecting the surveyed property may exist.

No title research was performed as to servitudes and conveyances that may affect the surveyed property.

Survey based on information provided by owner.

LEGEND

- FOUND IRON PIPE/ROD
- SET IRON ROD
- ✕ "X" IN CONCRETE
- ④ LOT NUMBER (TYP)



SCALE: 1" = 60'	Landmark Land Surveying, Inc. 114 Pearl St., Minden, Louisiana (318) 371-9100
LOCATION: 22-19-9	
DATE: JANUARY 12, 2023	

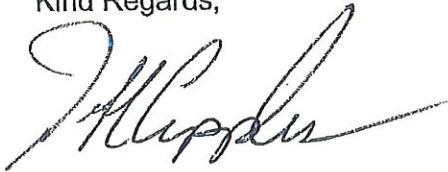
22-273C

10/26/22

Councilman Michael Roy,

I, Jeff Cupples, and my neighbor, John Quade, would like for the city to close or abandon the alley way that is currently open and runs between our residences. We are requesting half of the alley to be abandoned. For many years, we have had vehicles use our driveway to access two rental properties behind our residences. This has been both a hazard and a nuisance. There have been times that they have been driving too fast and didn't see us backing out, almost resulting in a collision. By leaving the back half open, the rent houses will have full access to their properties coming off of Center Street.

Kind Regards,

A handwritten signature in cursive script, appearing to read "Jeff Cupples".

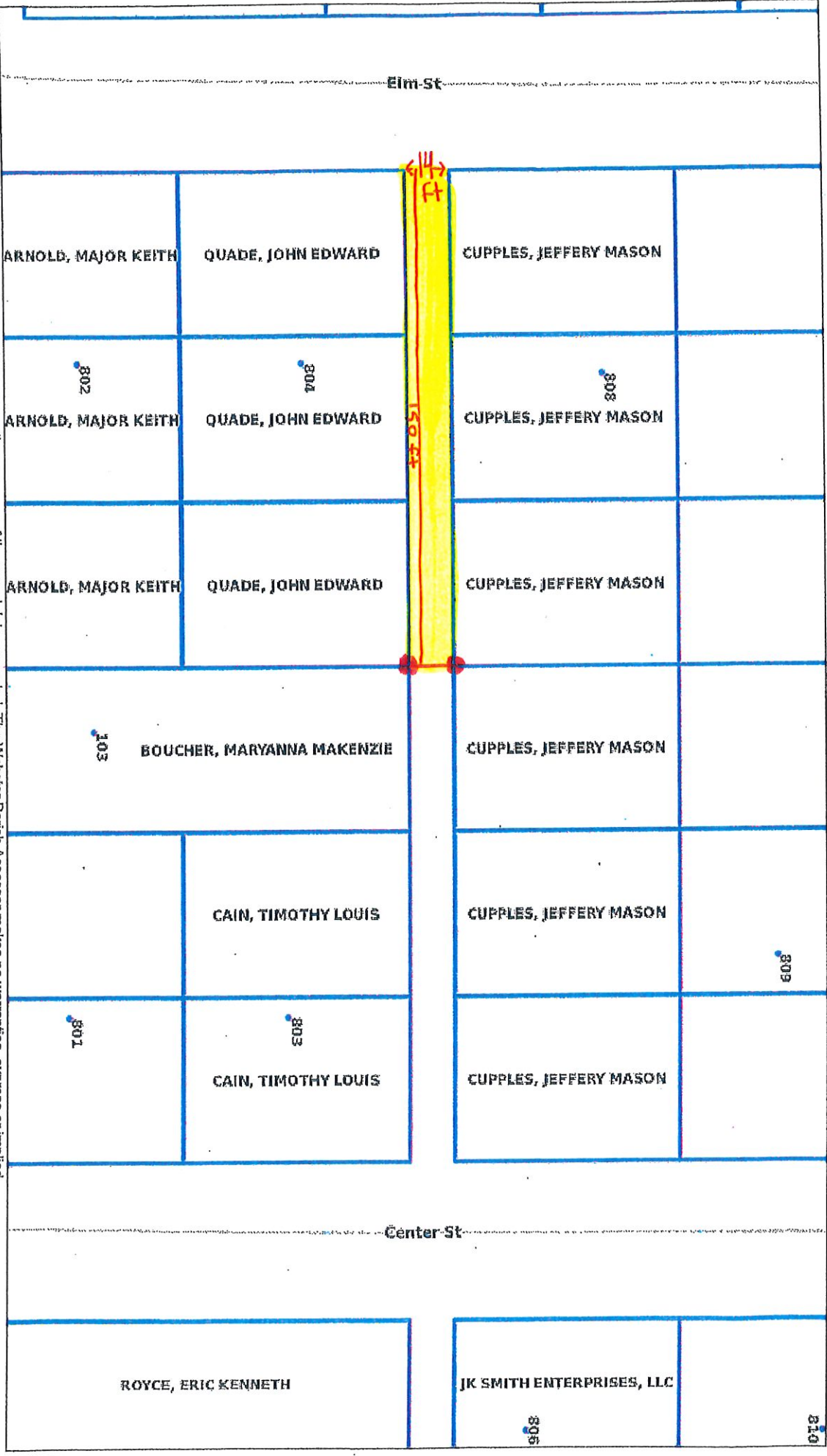
Jeff Cupples

A handwritten signature in cursive script, appearing to read "John Quade".

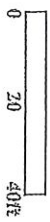
John Quade



Geoportal Map



DISCLAIMER: Every reasonable effort has been made to assure the accuracy of the parcel data presented. The Webster Parish Assessor makes no warranties, express or implied, regarding the completeness, reliability or suitability of the site data and assumes no liability associated with the use or misuse of said data. The Assessor retains the right to make changes and update data on this site at any time without notification. The parcel data on the base map is used to locate, identify and inventory parcels of land in the Parish of Webster for assessment purposes only and is not to be used or interpreted as a legal survey or legal document. Additional data layers not originating in the Assessors Offices are also presented for informational purposes only. Before proceeding in any legal matter, all data should be verified by contacting the appropriate parish or municipal office.



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



Agenda Fact Sheet

Agenda Item:

(H) Adopt Ordinance No. 1133 – An Ordinance to Abandon the 50-Foot Undeveloped Street Right-of-Way with Cul-de-Sac Running Alongside Lots 2-6 of the Drake Subdivision #3 with Reservation of Utility Servitude

Discussion:

Mr. and Mrs. Gilley, Mrs. Hastings, and Mr. and Mrs. Carl Thompson requested that the City of Minden abandon this right-of-way via the attached letter.

See attachment.

Suggested wording of motion:

“I move to adopt Ordinance No. 1133 – An Ordinance to Abandon the 50-Foot Undeveloped Street Right-of-Way with Cul-de-Sac Running Alongside Lots 2-6 of the Drake Subdivision #3 with Reservation of Utility Servitude, as presented.”

MOTION: _____ SECOND: _____

AYES: _____ NAYS: _____

ABSENT: _____ ABSTAIN: _____

ORDINANCE NO. 1133

AN ORDINANCE TO ABANDON THE 50-FOOT UNDEVELOPED STREET RIGHT-OF-WAY WITH CUL-DE-SAC RUNNING ALONGSIDE LOTS 2-6 OF THE DRAKE SUBDIVISION #3 WITH RESERVATION OF UTILITY SERVITUDE

THE CITY OF MINDEN, LOUISIANA, DOES HEREBY ORDAIN

I.

That under the authority of La. R.S. 48:701, the following fifty-foot (50-foot) street right-of-way with cul-de-sac, which is declared by the City of Minden to no longer be needed for public purposes, be and hereby is abandoned subject to a reserved utility access servitude in favor of the City of Minden:

An undeveloped 50-foot wide street right-of-way with cul-de-sac, as shown on the attached subdivision plat of Drake Subdivision #3 as that portion of Eames Street lying west of its point of intersection with Drake Drive and alongside Lots 2-6 said subdivision, subject to the reservation in favor of the City of Minden of a twenty-five-foot (25-foot) predial servitude for utility access running along the southwestern boundary of the right-of-way hereby abandoned from the point of intersection of Eames Street and Drake Drive to the point of beginning of the cul-de-sac as shown on the attached plat.

All successors in title shall abstain from any permanent construction upon the servitude hereby reserved and shall not hinder ingress or egress thereto for utility access.

II.

That the adjacent landowners be given notice of the abandonment by the City of Minden.

III.

This ordinance shall become effective thirty (30) days after it has been published once in the official journal of the City of Minden.

PASSED AND ADOPTED by the Minden City Council on this ____ day of _____, 2023, by the following vote and upon motion and second of _____ and _____, respectively.

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nick A. Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

All lots and property in Subdivision shall be subject to the following restrictions, covenants, and reservations.

- 1- This shall be a residential lot and no structure shall be erected, altered, placed or repaired on this lot, other than one residential dwelling, garage, or other appropriate outbuilding.
- 2- This lot shall not be divided or portions thereof sold off.
- 3- The residential structure must have a minimum of one thousand five hundred (1500) square feet of floor space, including porches, patios, and terraces, and the front part of the residential dwelling shall be set back from the street across the entire front from ground up to floor level. Siding on the exterior building must be "C" grade, asbestos, or cedar shingles or equal. Roof must be asphalt tile shingles or equal.
- 4- No trailer, basement, front porch, garage, barn or other outbuilding or structure shall be used as a residence, temporarily or permanently.
- 5- No noxious or offensive trade shall be carried on upon this lot.
- 6- No animals, livestock or poultry of any kind shall be raised, bred or kept on this property for commercial purposes.
- 7- No part of this property shall be used for a dumping ground and trash, garbage or other waste shall be kept in burning containers, air incinerators or other equipment for storage or disposal of such material shall be kept in a clean and sanitary condition.
- 8- If the vendor herein, his heirs or assigns, shall violate or attempt to violate any of the covenants herein, the vendors, their heirs or assigns may institute any proceedings at law or equity against the party violating the same for the purpose of enforcing the same and the party violating the same shall be liable to pay the costs of such proceedings and to receive damages or other dues for such violations.
- 9- Invalidation of any of these covenants by judgment or court order shall in no wise affect any of the other provisions which shall remain in full force.

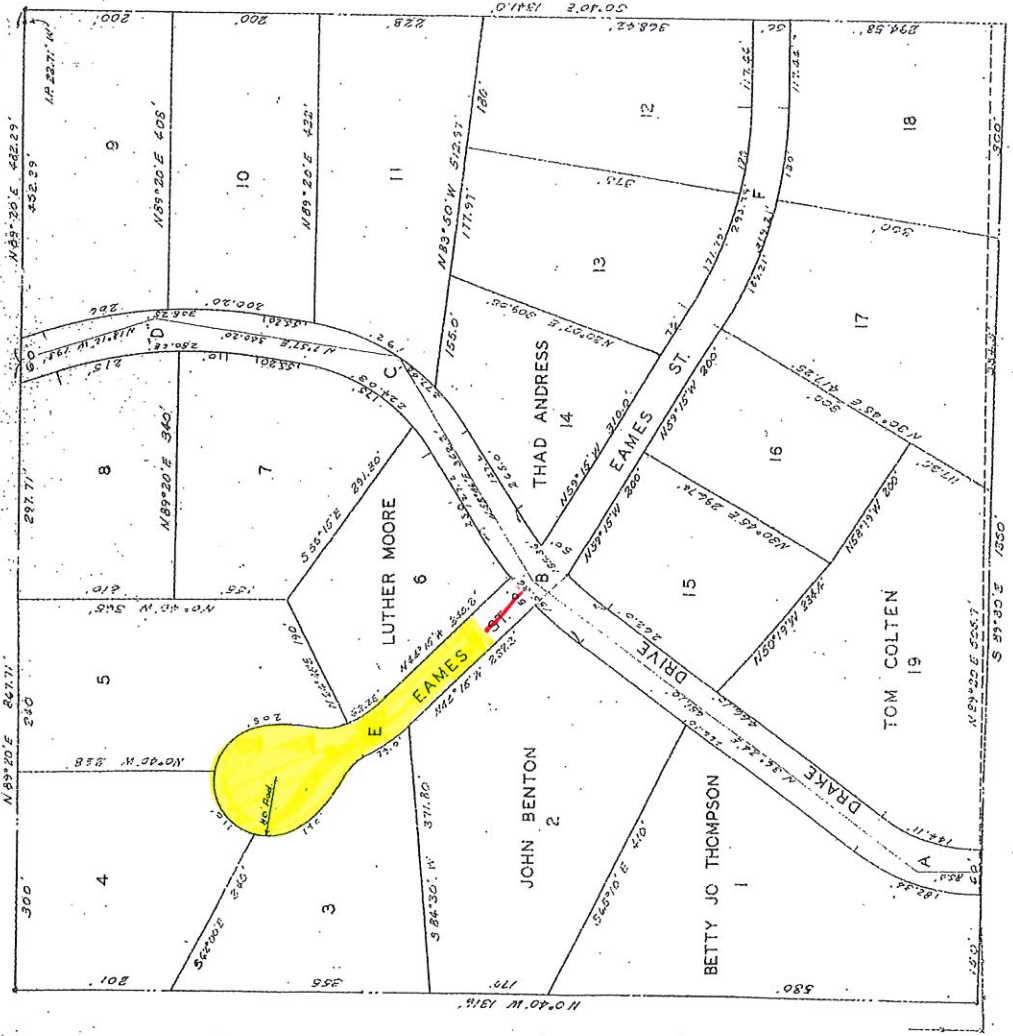
Witness my hand and seal this 14th day of August, 1967.
 [Signature]
 [Stamp]

We, the undersigned property owners, do hereby dedicate all streets and roads as shown.

FOR COUNTER SIGNATURE
 BY [Signature]
 [Stamp]

CURVE DATA

24"	20"	15"	10"	5"	0"
41.5079'	41.2223'	41.5079'	41.5079'	41.5079'	41.5079'
71.8500'	71.8500'	71.8500'	71.8500'	71.8500'	71.8500'
41.5079'	41.5079'	41.5079'	41.5079'	41.5079'	41.5079'



DRAKE SUBDIVISION NO. 3

BEING A SUBDIVISION OF THE NW 1/4 OF SE 1/4, SECT. 14 - T19N - R9W.

WEBSTER PARISH, LA.

AUG. 1967

SCALE: 1"=100'

December 21, 2022

To Whom This May Concern,

We the below signed landowners would like to make a request to you, the appropriate leaders of the City of Minden, Louisiana, to consider the abandonment of the property that was dedicated to the city when the neighborhood was established. It is located on the west end of Eames Street between the properties of 1205 Drake Drive and 1301 Drake Drive. Our request is that you consider deferring this property to Steven and Sherri Gilley as agreed by all neighboring current surrounding landowners. It is my understanding that the city will never develop this property at the cities expense and we would like to request it be abandoned by the city of Minden, Louisiana and allocated as you see appropriate.

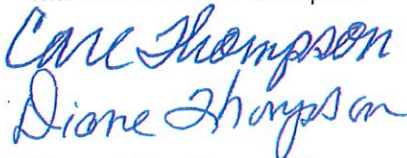
The landowners surrounding the property include Mrs. Barbara Hastings residing at 1205 Drake Drive, Mr. and Mrs. Carl Thompson residing at 1307 Drake Drive, and Mr. and Mrs. Steven Gilley residing at 1301 Drake Drive. This land is shown on the attached map and is called the Eames Street extension. We three landowners are in agreement and would very much appreciate your favorable consideration of this matter.

Thank you so much for considering this matter and please feel free to call us if you have any questions.

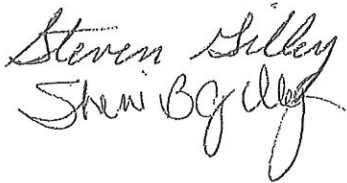
Mrs. Barbara Hastings



Mr. and Mrs. Carl Thompson



Mr. and Mrs. Steven Gilley



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

From: <la@occinc.com>

Date: Wed, Mar 1, 2023 at 7:01 AM

Subject: Ticket Check Status for LA Ticket 230119656

To: <sherrigilley@gmail.com>

Ticket Number: **230119656**

Location: DRAKE DR MINDEN, LA

As of **3/01/23 7:00 CST**, participating facility owners have responded to Ticket Check as follows:

District Code	Status
CENTERPOINT ENERGY	Clear/No Conflict in Area of Excavation
AT&T DISTRIBUTION	Clear/No Conflict in Area of Excavation
CITY OF MINDEN	No Posted Response Yet
SUDDEN LINK COMMUNICATIONS	Clear/No Conflict in Area of Excavation

To review this ticket in its entirety, visit Search and Status ® on www.managetickets.com.

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



Agenda Fact Sheet

Agenda Item:

- (I) Adopt Ordinance No. 1134 – An Ordinance to Amend and Re-enact Chapter 26 – Businesses, Article II. – Occupational License Taxes, Division 5. – Mobile Food Vendors of the Code of Ordinances, City of Minden, State of Louisiana

Discussion:

Ordinance No. 1134 amends the rules set forth in Ordinance No. 1119 (An Ordinance to Amend and Re-enact Chapter 26 – Businesses, Article II. – Occupational License Taxes to Add Division 5. – Mobile Food Vendors) in order to set an occupational licensing fee of \$100.00 for all mobile food vendors.

See attachment.

Suggested wording of motion:

“I move to adopt Ordinance No. 1134 – An Ordinance to Amend and Re-enact Chapter 26 – Businesses, Article II. – Occupational License Taxes, Division 5. – Mobile Food Vendors of the Code of Ordinances, City of Minden, State of Louisiana, as presented.”

MOTION: _____

SECOND: _____

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

ORDINANCE NO. 1134

**AN ORDINANCE TO AMEND AND RE-ENACT CHAPTER 26 – BUSINESSES,
ARTICLE II. – OCCUPATIONAL LICENSE TAXES, DIVISION 5. – MOBILE FOOD
VENDORS OF THE CODE OF ORDINANCES, CITY OF MINDEN, STATE OF
LOUISIANA**

BE IT ORDAINED AND ENACTED by the Council of Minden, Louisiana, the governing authority thereof, in its regular session convened on the 6th day of March, 2023, that Chapter 26 – Businesses, Article II. – Occupational License Taxes, Division 5. – Mobile Food Vendors of the Code of Ordinances is hereby amended and supplemented to revise the following sections:

Sec. 26-122. – Specific regulations.

In addition to any and all other ordinances, laws, rules and regulations, food trucks shall:

(20) Retain a city occupational license for which the vendor shall be charged a flat fee of \$100.00 for each year the vendor is engaged in the operation of a food truck (seafood or non-seafood).

BE IT FURTHER ORDAINED AND ENACTED by the Council of the City of Minden, Louisiana, that the remaining provisions of Chapter 26, Article II, Division 5 remain as originally written or amended.

This ordinance shall become effective immediately after being adopted by the city council and publication in the official journal.

Which ordinance, upon motion by _____ and duly seconded by _____, was adopted this ____ day of _____, 2023, by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nicholas A. Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

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



Agenda Fact Sheet

Agenda Item:

- (J) Cooperative Endeavor Agreement between the City of Minden and the Junior Service League of Minden

Discussion:

The purpose of this agreement is to provide the Junior Service League of Minden with a permanent meeting place for the term of the contract.

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to enter into a Cooperative Endeavor Agreement between the City of Minden and the Junior Service League of Minden, as presented.”

MOTION: _____ SECOND: _____

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

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

STATE OF LOUISIANA

PARISH OF WEBSTER

COOPERATIVE ENDEAVOR AGREEMENT

NOW BEFORE ME, the undersigned authority, a Notary Public, duly commissioned and qualified within the above state and parish came and appeared:

The CITY OF MINDEN, appearing herein through its authorized representative, Mr. Nicholas A. Cox, its Mayor, whose mailing address is Post Office Box 580, Minden, Louisiana 71058-0580, hereinafter referred to as "City",

and

The JUNIOR SERVICE LEAGUE OF MINDEN, appearing herein through its President, Mrs. Brittany Greer, acting with full authority and approval of the Junior Service League of Minden, whose mailing address is 243 Normandie Lane, Minden, Louisiana 71055, hereinafter referred to as "JSL";

who entered into this cooperative endeavor agreement as follows:

Pursuant to the Louisiana Constitution, Article VII, Section 14(C), the parties hereby enter into this cooperative agreement for the purposes of providing adequate facilities for JSL, a non-profit organization, to continue to foster and encourage scholarship, community development, and other charitable works. The parties declare that this endeavor would serve a public purpose and benefit all of the citizens of the City of Minden.

Pursuant to the above, the parties hereby agree and contract as follows:

1. The City hereby agrees to provide the use of the structure sometimes referred to as the "Girl Scout Hut" located at Victory Park, 715 Park Highway, Minden, Louisiana to the JSL.
2. In exchange for the use of the "Girl Scout Hut", the JSL agrees to provide utilities to the property and keep/maintain the property in good and working order. The JSL further agrees to facilitate and fund any and all repairs which may become necessary from its use or occupancy of the structure.
3. The JSL must at all times keep in full force and effect a liability insurance policy in order to provide coverage for any loss, injury, or damages which may arise from its use and occupancy of the structure. The JSL must provide on a yearly basis sufficient proof to the City of said policy.
4. The JSL agrees to hold harmless and indemnify the City for any loss or legal action which may arise from its use or occupancy of the structure.
5. This cooperative agreement will be published in the official journal of the City pursuant to La. R.S. 33:1325.
6. This cooperative endeavor agreement shall be effective upon adoption. The agreement will expire on December 31, 2026.

THUS DONE AND SIGNED on this ____ day of _____, 2023.

WITNESSES:

CITY OF MINDEN

By: Nicholas A. Cox, Mayor

JUNIOR SERVICE LEAGUE OF MINDEN

By: Brittany Greer, President

NOTARY PUBLIC

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



Agenda Fact Sheet

Agenda Item:

(K) Cooperative Endeavor Agreement between the City of Minden and the Webster Parish Sheriff's Office

Discussion:

The purpose of this agreement is for the Webster Parish Sheriff's Office to collect ad valorem taxes on behalf of the City of Minden in exchange for payment of \$18,000.00.

See attached.

Suggested Wording of Motion:

"I move to authorize the mayor to enter into a Cooperative Endeavor Agreement between the City of Minden and the Webster Parish Sheriff's Office, as presented."

MOTION: _____ SECOND: _____

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

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

COOPERATIVE ENDEAVOR AGREEMENT

between the

CITY OF MINDEN

and the

WEBSTER PARISH SHERIFF'S OFFICE

Before the undersigned witnesses came and appeared the City of Minden, a political subdivision of the State of Louisiana, represented hereby its mayor, Nicholas A. Cox

and

The Webster Parish Sheriff's Office, represented hereby its sheriff, Jason Parker.

Pursuant to the provisions of Article VII, Section 14 of the Louisiana Constitution and to properly serve the residents of the City of Minden, Louisiana, the City of Minden and the Webster Parish Sheriff's Office agree to enter into this Cooperative Endeavor Agreement in order for the Webster Parish Sheriff's Office to administer all requirements concerning the collection of ad valorem taxes, including but not limited to collections, notifications, publications, adjudications, tax sales, etc. on behalf of the City of Minden. In exchange, the City of Minden agrees to pay to the Webster Parish Sheriff's Office the amount of \$18,000.00 annually through the tax year of 2023.

Thus done this _____ day of _____, 2023.

WITNESSES:

CITY OF MINDEN

By: Nicholas A. Cox, Mayor

WEBSTER PARISH SHERIFF'S
OFFICE

By: Jason Parker, Webster Parish Sheriff

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



Agenda Fact Sheet

Agenda Item:

(L) Speed Limit Change – Country Club Circle

Discussion:

The portion of Country Club Circle that runs between Lewisville Road and Braeburn Glen Drive currently has inconsistent speed limits posted. On Country Club Circle, the speed limit for those driving from Braeburn Glen Drive toward Lewisville Road is posted as 35 mph, while the speed limit for those driving from Lewisville Road toward Braeburn Glen Drive is posted as 25 mph. Upon the recommendation of Michael Roy, District D Councilman, the City of Minden suggests that this speed limit sign be changed to reflect the speed limit of 25 mph for the portion of Country Club Circle that runs between Lewisville Road and Braeburn Glen Drive.

See attached.

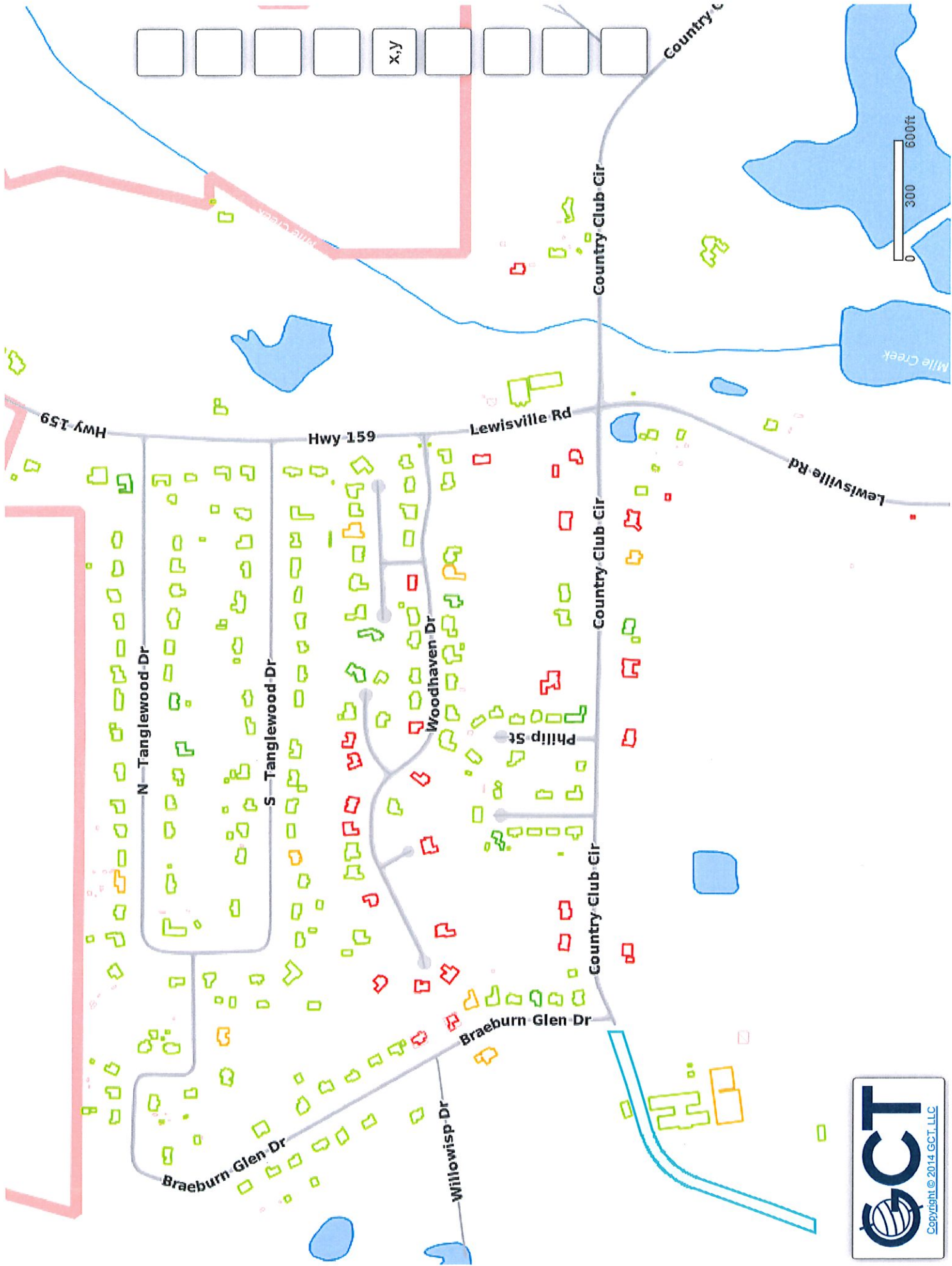
Suggested Wording of Motion:

“I move to adopt the change to the speed limit of Country Club Circle to 25 mph, as presented.”

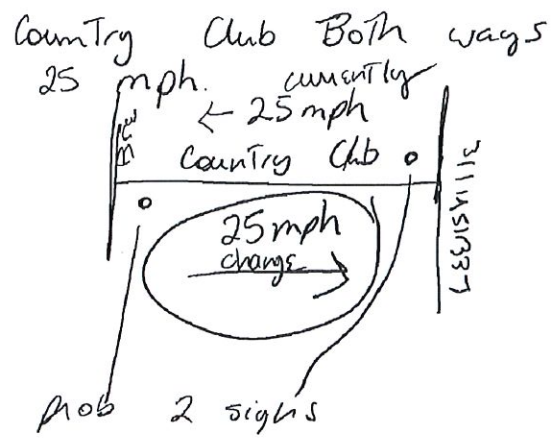
MOTION: _____ SECOND: _____

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

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



2 2 23



March

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



Agenda Fact Sheet

Agenda Item:

(M) Budget/Financial Report for January 2023

Discussion:

Michael Fluhr, City Clerk, will present the Budget/Financial Report for January 2023.

Suggested Wording of Motion:

No motion is required.

Minden City Council Regular Session

Monday, March 6, 2023

Minden City Hall – Council Chambers



Agenda Item

(N) Police Report

City Fines	\$4,694.50
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	\$5,922.00

Suggested Wording of Motion:

“I move to accept the Police Report for January 2023, as presented.”

MOTION: _____ SECOND: _____

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

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

