

**Minden City Council
REGULAR SESSION**



**Monday, May 1, 2023 – 6:00 p.m.
City Hall – Council Chambers**

AGENDA ITEMS

**Prayer: Rev. Billy Joe Hawkins
Pledge: Andy Pendergrass**

**Call Meeting to Order
Welcome: Mayor Nick Cox
Additions to Agenda:
Public Comments**

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

- (1) Audit Presentation for Fiscal Year 2021-2022 by Allen, Green & Williamson, LLP**
- (2) Adopt Minutes of Council Regular Session held on April 3, 2023**
- (3) Personnel – Minden Police Department New Hire(s)**
- (4) Adopt Ordinance No. 1137 – An Ordinance to Create a New Competitive Position of Deputy Chief of Police**
- (5) Adopt Resolution – Authorizing Credit Card Signatory Power**
- (6) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale**
- (7) Authority for Mayor Nick Cox to Enter into a Maintenance Agreement Including Mowing and Litter Pickup with the State of Louisiana Department of Transportation and Development Office of Engineering**
- (8) Authority for Mayor Nick Cox to Join the Delta Regional Authority’s 2023 Strategic Planning Program**
- (9) Condemned Property**
- (10) Budget Financial Report for March 2023**
- (11) Police Report for March 2023**

Announcements - Council Comments – Adjournment

Minden City Council Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Audit Presentation for Fiscal Year 2021-2022

Discussion:

The accounting firm of Allen, Green & Williamson, LLP will present its findings for the fiscal year ending September 30, 2022.

Suggested Wording of Motion:

“I move to accept the 2021-2022 audit for the fiscal year ending September 30, 2022, as presented by the accounting firm of Allen, Green & Williamson, LLP.”

MOTION: _____ SECOND: _____

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

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

Minden City Council

Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Adopt Minutes of Council Regular Session held on April 3, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Council Regular Session held on April 3, 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 APRIL 3, 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. Prayer was offered by Pastor Doug Gregg and Latasha Mitchell led the Pledge of Allegiance. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Amy Mealey, President of Webster Land Corporation, appeared on behalf of Gary R. Hammond, Jr. of Landbridge Development to read Mr. Hammond's April 3, 2023 letter regarding Agenda Item 4, Ordinance No. 1135 – An Ordinance Placing a Six-Month Moratorium on the Approval or Permitting of Access Connections to Recreation Drive. A copy of this letter is attached hereto and made a part of these minutes.

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 March 6, 2023, as presented. Absence(s): None. Abstention(s): None.

Carlton Myles moved to adopt a Resolution Declaring City of Minden Property as Surplus and Fixing the Terms of Sale, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Michael Roy moved to adopt a Resolution Authorizing Credit Card Signatory Power for Certain City of Minden Personnel, as presented. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt Ordinance No. 1135 – An Ordinance Placing a Six-Month Moratorium on the Approval or Permitting of Access Connections to Recreation Drive, as presented. The motion was duly seconded by Carlton Myles. Michael Roy offered a substitute motion to adopt Ordinance No. 1135 – An Ordinance Placing a Three-Month Moratorium on the Approval or Permitting of Access Connections to Recreation Drive. The substitute motion failed for lack of a second. Ordinance No. 1135 was voted on as follows: Aye(s): Carlton Myles, Levon Thomas,

Latasha Mitchell, and Andy Pendergrass. Nay(s): Michael Roy. Abstention(s): None. Absence(s): None. The motion carried.

Andy Pendergrass moved to adopt Ordinance No. 1136 – An Ordinance Adopting by Reference the Access Connections Policy of the Louisiana Department of Transportation and Development, Including Any Other Pertinent Regulations of the Department with Respect Thereto, for Streets and Roads within the Jurisdictional Limits of the City of Minden, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Levon Thomas, the council unanimously authorized Mayor Nick Cox to enter into a contract to retain the services of Thomas Pressly, Attorney at Law, to serve as “outside counsel” for the City of Minden under the supervision of the City Attorney, as presented. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved to authorize Mayor Nick Cox to enter into a contract with Caroline Mladenka, MPA, as presented. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Michael Roy, the council unanimously voted to adopt the revision to the City of Minden Employee Manual in regards to Section 4-12. Over-time Pay and make the revision effective April 6, 2023, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to adopt the revision to the City of Minden Employee Manual in regards to Section 15-2. General Employee Policies & Procedures Handbook Acknowledgement and make the revision effective immediately, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously authorized the City Clerk to advertise for bids for Minden Airport Construction of Parallel Taxiway North, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Michael Roy, the council unanimously authorized the City Clerk to advertise for bids for aftermarket equipment for two police vehicles, as presented. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to confirm Marlin Choyce as a full-time police officer in the Minden Police Department, subject to passing all applicable tests. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt the new job description and department position entitled Deputy Chief of Police in Department 10, as presented. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Andy Pendergrass, the council unanimously appointed Tokia Whiting-Harrison as Interim Deputy Chief of Police, as presented. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Addie Lee West	726 Plum Street
726 Plum Street	Lot #15, Block 2, W.D. Booker
Minden, Louisiana 71055	Subdivision

With no party representing the property owner present at the time this item was heard, Carlton Myles moved to authorize Mayor Cox to appoint a curator in this matter. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

City Clerk Michael Fluhr presented the Budget/Financial Report for the month of February 2023. No motion was required.

The police report for the month of February 2023 was unanimously accepted, as presented, by motion of Michael Roy and second by Latasha Mitchell.

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

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk



7000 Peachtree Dunwoody Road
Suite 4-100
Atlanta, GA 30328
Phone: (770) 481-0853
eFax: (678) 638-4230

April 3, 2023

Via E-Mail

The Honorable Nick Cox
Mayor
City of Minden
520 Broadway Street, P.O. Box 580
Minden, LA 71055

Jimbo Yocom
City Attorney
City of Minden
520 Broadway
Minden, LA 71055

Re: Ordinance No. 1135 – Six-Month Moratorium on Access Connections to Recreation Drive.

Dear Sirs:

It has come to our attention that, at tonight's Regular Session, the City Council of Minden will vote to enact a six-month moratorium on the approval or permitting of access connections to Recreation Drive. As you are aware, Landbridge submitted plans to the city November 4, 2022 to build an apartment complex along Recreation Drive and has been requesting a timely and fair review ever since.

Since Landbridge's permit application predates this ordinance, we request that our development be "grandfathered" and exempt from enactment of this ordinance. If the City Council does not exempt Landbridge's permit application, the City's action will constitute a taking of private property rights unless the City provides for alternative access to a nearby public street -- as there is no other way to access these lands.

As a historical reminder, Landbridge relied on the City's November 4, 2021, Zoning Certification and applied for financing to build an apartment complex by right on these lands. On May 24, 2022, (after receiving financing approval) we met with the City in a pre-design meeting where concerns were raised about "this type of housing." We replied in writing shortly thereafter that our community is for working families [with jobs] to pay the stated rent. We also provided detailed information about how we manage our properties, rules we set for occupancy, and situations whereby college students at NLTCC could reside in the community. We received an Ability to Serve letter from the City on September 14, 2022, and submitted a permit application on November 4, 2022. We received a letter from the City at an in-person meeting on November 30, 2022, expressing concerns about access and utilities. We responded in writing on January 13, 2023, to ask for clarification and have made numerous follow-up requests for clarification since.

This being stated, Landbridge remains committed to working with the City to facilitate the completion of this proposed development.

Sincerely,

Gary R. Hammond, Jr.
2023-4-3 - Letter to City re Access Moratorium

Minden City Council

Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(3) Personnel – Minden Police Department New Hire(s)

Discussion:

1. Ladarrius Joseph – Full-Time Police Officer – Minden Police Department
2. Jemela Freeman – Full-Time Police Officer – Minden Police Department
3. Renauld Blair – 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 Ladarrius Joseph, Jemela Freeman, and Renauld Blair as full-time police officers in the Minden Police Department, subject to passing all applicable tests.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



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
Date: 4/3/2023
Re: Full Time Police Officer New Hire

I, Chief Jared McIver, am submitting a written request to hire applicant, Ladarrius Joseph, as a Minden Police Department, full-time Police Officer at \$15.00 an hour, non-exempt hourly status. Ladarrius Joseph is Post certified and is currently a School Resource/D.A.R.E. Officer with Webster Parish Sheriff's Office. Ladarrius Joseph follows all job description requirements and would be a great addition to the department.

Thanking you in advance,

Chief Jared McIver

Police Officer Exam Results

From: Ashley Krumholt (ashley.krumholt@la.gov)

To: josephladarrius@yahoo.com

Date: Friday, March 17, 2023 at 10:49 AM CDT



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear LaDarrius Joseph,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on March 15, 2023, with a score of **77** percent. Your test score is valid beginning March 17, 2023. Therefore, your test score will expire on **September 17, 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.



B 040543



State of Louisiana

Hearse Officer Standards & Training Council

hereby awards the

Basic Certificate

to

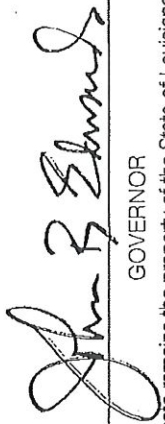
LADARRIUS DESEAN JOSEPH

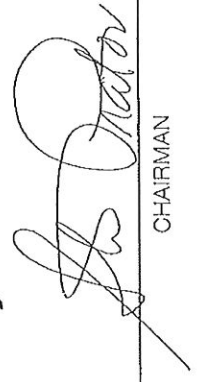
for having completed a Certified Basic Training Course
at the

BOSSIER PARISH SHERIFF'S TRAINING ACADEMY

as provided for in the Laws of the State of Louisiana,

issued this Nineteenth day of November, in the year 2019


 GOVERNOR


 CHAIRMAN

This certificate remains the property of the State of Louisiana, and is subject to be revoked at any time.



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Mayor Nick Cox

Human Resource, April Aguilar

Date: 30 March 2023

Re: Minden Police Dept. Full-Time Police Officer

From: Chief Jared McIver

I, Chief Jared McIver, am submitting a written request to hire applicant, Jamela Freeman as a Minden Police Dept., full-time Police Officer at \$15.00 an hour, non-exempt hourly status. Jamela Freeman follows all job description requirements. Jamela Freeman has submitted a satisfactory civil service score. Jamela was interviewed by a panel consisting of four Minden Officers. The Panel was occupied by Captain Tim Morris, Lieutenant Kenneth James, and Lt. Joel Kendrick, and Sergeant Shane Griffith. At the conclusion of the interview, each ranking officer submitted a letter recommending the hiring of Jamela Freeman as an officer of the Minden Police Department. Jamela is already POST certified and has a military background and has worked for the Shreveport Police Department and Bossier Parish Sheriff's Department, She will enter into the Department's Field Training Program immediately, and WILL NOT have to attend a POST academy. For this reason, I Chief Jared McIver highly recommend to hire Jamela Freeman. Thanking you in advance,

Sincerely,

Chief Jared McIver

Bobby Morgan

From: C W <southerngem03@gmail.com>
Sent: Friday, March 3, 2023 1:29 PM
To: Bobby Morgan
Subject: Fwd: Police Officer Exam Results
Attachments: image001.png

Good afternoon,

Please see attached memo with my score's attached.

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

From: Ashley Krumholt <Ashley.Krumholt@la.gov>
Date: Fri, Mar 3, 2023 at 12:29 PM
Subject: Police Officer Exam Results
To: Southerngem03@gmail.com <Southerngem03@gmail.com>



OFFICE OF STATE EXAMINER STATEWIDE TESTING

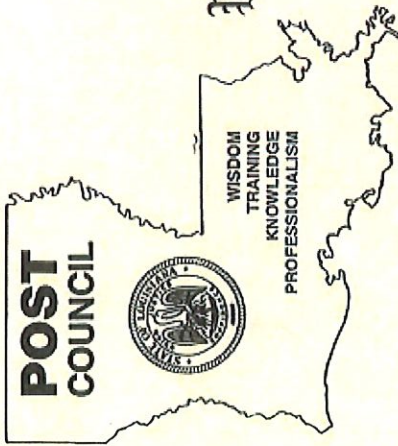
NOTIFICATION OF TEST SCORE

Dear Jemela Freeman,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on March 1, 2023, with a score of **95** percent. Your test score is valid beginning March 3, 2023. Therefore, your test score will expire on **September 3, 2024**.

SPECIAL NOTES:

B 038446



State of Louisiana

Peace Officer Standards & Training Council

hereby awards the

Basic Certificate

to

JEMELA D. FREEMAN

for having completed a Certified Basic Training Course

at the

SHREVEPORT PD REGIONAL TRAINING ACADEMY

as provided for in the Laws of the State of Louisiana,

2017

December

issued this _____ day of _____, in the year _____

Twenty-Second

John B. Edwards

GOVERNOR

CHAIRMAN

[Signature]

This certificate remains the property of the State of Louisiana, and is subject to be revoked at any time.



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Mayor Nick Cox

Human Resource, April Aguilar

Date: 30 March 2023

Re: Minden Police Dept. Full-Time Police Officer

From: Chief Jared McIver

I, Chief Jared McIver, am submitting a written request to hire applicant, Renauld Blair as a Minden Police Dept., full-time Police Officer at \$15.00 an hour, non-exempt hourly status. Renauld Blair follows all job description requirements. Renauld Blair has submitted a satisfactory civil service score. Reginald was interviewed by a panel consisting of four Minden Officers. The Panel was occupied by Captain Tim Morris, Lieutenant Kenneth James, and Lt. Joel Kendrick, and Sergeant Shane Griffith. At the conclusion of the interview, each ranking officer submitted a letter recommending the hiring of Renauld Blair as an officer of the Minden Police Department. Upon hiring Reginald, He will enter into the Department's Field Training Program immediately, followed by entering the Louisiana POST law enforcement academy. For this reason, I Chief Jared McIver highly recommend to hire Renauld Blair. Thanking you in advance,

Sincerely,

Chief Jared McIver

A handwritten signature in blue ink that reads 'Jared McIver'.

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

*2100-Protective Services Exam (PSE)

Dec 14, 2021 at 2:37 PM

PrintRaw message

DSCS Staffing <info@governmentjobs.com>
To: mr_blair@yahoo.com
State of Louisiana Department of Civil Service
P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111
FAX: (225) 219-1041 TDD: 1-800-846-5277
www.civilservice.la.gov

December 14, 2021

Renauld Blair
108 Pershing street 102 James place
Minden, LA 71055

Renauld Blair:

This letter is to inform you that you have earned a passing score of 84 on the Protective Services Exam (PSE). **Your score for this test will expire two years from 12/14/2021.** You are eligible to retest after 90 days of the date you tested. You may not retest prior to 90 days for any reason. If you report to test prior to this 90 day period, you will receive a "Failed" test result and you will not be eligible to retest for an additional 90 days from that administration.

EXPLANATION OF RESULTS: Earned scores for these written exams range from 70 to 100. If you claimed eligibility for veteran preference points on your application for the written test, the appropriate points are included in the test score above. If you want veteran points to be associated with your application for a job vacancy, you must claim eligibility for each job to which you apply. For permanent state employees, veteran points are not applied to scores for promotional postings. You must be able to provide proof of eligibility if hired for a job and points were awarded.

Your official score on a written exam is your highest active score on record in the Civil Service computer system. Your highest active score will remain in effect for two years unless you re-take the exam and receive a higher score. Please retain this notice of results for your records.

It is very important that you keep your mailing address and e-mail address current in LA Careers.

For information on job vacancies, visit our website at
www.civilservice.louisiana.gov

Minden City Council

Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (4) Adopt Ordinance No. 1137 – An Ordinance to Create a New Competitive Position of Deputy Chief of Police

Discussion:

The Office of State Examiner has requested an ordinance creating the Minden Police Department position of Deputy Chief of Police as a competitive position.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1137 – An Ordinance to Create a New Competitive Position of Deputy Chief of Police, as presented.”

MOTION: _____ SECOND: _____

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

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

Minden City Council Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(5) Adopt Resolution – Authorizing Credit Card Signatory Power

Discussion:

This Resolution adds Tyler Wallace as Director of Public Works.

See attached.

Suggested wording of motion:

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

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

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

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

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

THEREFORE, BE IT RESOLVED by the governing authority of the City of Minden that Tyler Wallace, Director of Public Works, be authorized to sign credit card vouchers and obligate City of Minden funds in payment of any such legitimate charges. Tyler Wallace is hereby granted credit card signatory power in addition to Nick Cox, Mayor; Michael Fluhr, City Clerk/Tax Officio; Brent Cooley, Building Official; Jeff Ellinwood, Director of Information Systems; Ashlee Drake, Administrative Assistant to the Mayor; Jared McIver, Chief of Police; and Zita Williams, Director of Parks and Recreation.

The aforesaid Resolution was read, considered, and adopted this ____ day of _____, 2023.

CERTIFICATE

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

The same was adopted by the Mayor on this ____ day of _____, 2023.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (6) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

**A RESOLUTION DECLARING CERTAIN CITY OF MINDEN
PROPERTY AS SURPLUS AND FIXING THE TERMS OF SALE**

WHEREAS, the following City of Minden property has been taken out of service and has no foreseeable use in the future:

see attachment

BE IT RESOLVED that:

- a. The above-mentioned City of Minden properties be declared surplus property.
- b. The minimum bid for scrap metal be set at \$5 per hundred pounds, in its entirety.
- c. The purchaser of each shall be responsible for the loading and transporting of property/properties and agrees to hold the City of Minden harmless in any event related to the property/properties thereafter.
- d. The City Clerk shall set any bid dates, bid times, and all other requirements of bids.

BE IT FURTHER RESOLVED that the following City of Minden property has been taken out of service and has no foreseeable use in the future:

two (2) old return sludge screw pumps

BE IT FURTHER RESOLVED that:

- a. The above-mentioned equipment (scrap metal) be declared surplus property.
- b. The minimum bid be set at \$5 per hundred pounds, in its entirety.
- c. The high bidder will also be designated for transportation of the above-mentioned motors (scrap metal) from the designated location (set by the City of Minden) and agrees to hold the City of Minden harmless in any event related to the property/properties thereafter.
- d. The City Clerk shall set any bid dates, bid times, and all other requirements of bids.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect after its adoption.

The aforesaid Resolution was read, considered, and adopted this ___ day of _____, 2023.

CERTIFICATE

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

The same was adopted by the Mayor on this ___ day of _____, 2023.

Nick Cox, Mayor

Michael Fluhr, City Clerk

2023 CITY OF MINDEN
DEPARTMENTAL SURPLUS SALE

<u>Dept. #</u>	<u>QTY</u>	<u>ITEM DESCRIPTION</u>	<u>TAG NO.</u>	<u>SERIAL NO.</u>	<u>MIN. BID</u>
8	1	Dell Monitor 19" (Dungeon)	505	Cn=0c553h-74445-97a-aa7g	
	1	Dell Optiplex (Dungeon)	None	6z7g9z1	
	1	Dell Monitor 19" (Dungeon)	398		
	1	Tatung Monitor (Dungeon)	None	M7a54caz000385	
	1	Dell Monitor 19" (Dungeon)	345		
	1	Tatung Monitor (Dungeon)	None	M17a58caz007065	
	1	Linksys Router (Dungeon)	None	C2760ca48726	
	1	Linksys ap (Dungeon)	None	Mdg205410333	
	1	Linksys Router (Dungeon)	None	Cb921fc05289	
	1	Linksys Router (Dungeon)	None	10a10c6c102611	
	1	Ricoh Copier (Dungeon)	35		
	1	Dell Monitor 19" (Dungeon)	None	Mx08g15247605331Davy	
	1	HP Printer Deskjet 1512 (Dungeon)	None	Cn4ad1ndyg	
	1	HP Business Injet 2800 (Dungeon)	228		
	1	Ricoh ap610n (Dungeon)	69		
	1	TCL TV 50" (Dungeon)	None		
	1	Ricoh Infoprint 4247x03 (Dungeon)	None		
	1	HP Deskjet 2050 (Dungeon)	184		
	1	Ricoh Infoprint 1852 (Dungeon)	50		
	1	Power Ware ups (Dungeon)	315		
	1	Power Ware ups (Dungeon)	314		
	1	Power Edge 1620 (Dungeon)	202		
	1	Dell Monitor 19" (Dungeon)	198		
	1	Box of 7 Phones (Dungeon)	None		
	1	Dell Optiplex gx 260 (Dungeon)	None	90qsm21	
	1	Asus Desktop (Dungeon)	None	C4pdcg000fe2	
	1	Asus Desktop (Dungeon)	141		
	1	Dell Latitude d60 (Dungeon)	None	3d24tc1	
	1	Dell Desktop (Dungeon)	None	98sr6v1	
	1	HP Laptop dv6 (Dungeon)	None	Cnf928kpd	
	1	Dell Precision m4300 (Dungeon)	None	1cjbrd1	

2023 CITY OF MINDEN
DEPARTMENTAL SURPLUS SALE

<u>Dept. #</u>	<u>QTY</u>	<u>ITEM DESCRIPTION</u>	<u>TAG NO.</u>	<u>SERIAL NO.</u>	<u>MIN. BID</u>
8	1	Dell Latitude c840 (Dungeon)	None	2fvq231	
	1	HP Printer Officejet Pro 8620 (Dungeon)	None	Cn543fk1v8	
	1	HP Officejet 4500 (Dungeon)	36		
	1	HP Deskjet 2050 (Dungeon)	51		
	1	Dell Optiplex 210l (Dungeon)	None	D9pcwb1	
	1	IBM Server (Dungeon)	None		
	1	PC (Dungeon)	None		
	1	Badge Printer px30 (Dungeon)			
	1	Visio TV 32" (IT Directors Office)	1233		
	1	HP Officejet 6978 (IT Directors Office)	1237		
	1	Xirrus X2120 AP (IT Office)	None	X21173443E440	
	1	Xirrus X2120 AP (IT Office)	None	X21173442C9A0	
	1	Xirrus X2120 AP (IT Office)	None	X21173442CAA0	
	1	Xirrus X2120 AP (IT Office)	None	X2117344338F580	
	1	Xirrus X2120 AP (IT Office)	None	X1116214052C0	
	1	Box of 9 Phones and Handsets (IT Office)	None		
	24	Dell Monitor Stands (IT Office)	None		
	1	HP Monitor (IT Office)	179		
	1	Dell Monitor 19" (IT Office)	None	CN-0C553H-74445-97A-AA7E	
	1	Dell Monitor 17" (IT Office)	None	CN-OT6116-71618-54B-A953	
	1	Dell Monitor 19" (IT Office)	91		
	1	Dell Monitor 19" (IT Office)	90		
	1	Dell Monitor 19" (IT Office)	None	CN-00T6116-71618-54B-A953	
	1	Dell Monitor 19" (IT Office)	None	CN-OT6116-71618-4CN-ADAB	
	1	Dell Monitor 19" (IT Office)	None	CN-086566-47804-4C4-U51K	
Dept. #					
12	1	1995 Dodge Van (White) (Inoperable)		2B5WVB35ZXSK565427	
18	1	2015 Ford F-150		1FTFX1CF3FKF07947	
20	1	1993 Gradall		136310	

2023 CITY OF MINDEN

DEPARTMENTAL SURPLUS SALE

Date	Quantity	Description	Item ID	Price
20	1	New Holland Cab Tractor	133541B	
20	1	2004 GMC Street Sweeper	1GDM7F1334F5208	
21/22	1	Exmark Mower (Red - Diesel - Broken)		\$ 1,500.00
	1	Exmark Mower (Red-Diesel-Runs)	659720	\$ 1,500.00
	1	Exmark Mower (Red-Diesel-Runs)	720208	
	1	Exmark Mower (Red - Gas - Needs Motor/Broken)	820520	\$ 2,000.00
	1	Exmark Mower (Red-Gas-Runs w/Bagger)	547438	\$ 2,500.00
	1	Exmark Mower (Red-Gas-Runs/Working Cond.)	316664874	\$ 2,500.00
	1	Exmark Mower (Red-Gas-Runs/Working Cond.)	315671361	
	1	Exmark Mower (Walk Behind 60" Turf Tracer)	342145	
	1	Exmark Mower (Red-Gas-Metro Runs)		
	1	2008 Ford F-150 XL Ext. Cab (Runs)	1FTRX12W38KC86809	\$ 3,000.00
	1	Ford F-150 (Runs)	1FTRX12W68KC86808	\$ 2,500.00
	1	Shopmade Cook Trailer w/ Elec. Hookups	TST600573SPLA	\$ 2,000.00
	3	Non Working Deep Freezers 4 ft. (White)		
	1	ICEE Non Working Deep Freezer 6ft. (White)		
	1	Park Bench - Needs Support		
	1	Picnic Table - Needs Support		
	2	Executive Chairs (Maroon)		
	1	Executive Chair (Navy)		
	2	Pool Tables 6' (Buyer Must Pickup and move)		
23	5	Rolling Chairs Black/Blue, Adjustable		
	3	Lounge Chairs Orange/Chrome		
	1	Tv Cabinet w/Adjust. Shelves		
	1	Desk, Wooden, Brown		
	1	Desk, Metal, Tan (Drawers Stuck)		
	1	End Table, Wooden, Brown w/white legs		
	1	End Table, Dark Gray, Round		
	1	White Cabinet w/ Shelves (Top Broken)		
	1	Table w/3 drawers, White		
	1	Bunn Coffee Maker, Leaks from basin		
	1	Area Rug, Dirty, Poor Condition		

2023 CITY OF MINDEN

DEPARTMENTAL SURPLUS SALE

2	Lamps, 3', unknown if works			
3	Barstools, Brown Wood, Good Condition			
1	Sanitare Bag Vacuum, Black			
1	CD Player, Gray, Unknown condition			
2	VCR/DVD Zenith Unknown Condition			
1	Honeywell CCTV NVR, Black, Unknown Condition			
1	HP Office Jet 4622 Printer, Unknown Condition			
1	Sony Monitor, Black/Gray, Unknown Condition			
2	Zenith Box Tv's, Gray/White, Unknown Condition			
1	Toshiba Flatscreen TV, Non Working			
1	Brother Printer, Gray, Works, Black/White			
1	Stihl SG20 Backpack Sprayer (Leaks) Orange			
1	Stihl BR340 Backpack Blower, Non Working			
1	Stihl FS75 String Trimmer, Non Working			
36	1 Ford F350 Super Cab, Runs Engine Knock	1FTSX30L42EB36721		
41/42	1 Myers Sewer Cleaner	3614-D		
1	1 Case 360 Trencher	AJAF0091422		
1	1 Atlas Air Compressor	ARP329578		
44	1 1995 Alamo Flail Mower, Model 280.000.20	T-280-A	\$	450.00
1	1 Bayou Blaster Washer, Model 5T1	695-1542	\$	50.00
1	1 2009 John Deere Mower, Model FH49IV	60746	\$	75.00
46	1 2009 GMC Truck	1GTEC14X89Z205407		
1	1 Ram 1500 Reg Cab	3C6JR6DT5GG245553		
47	1 Strapping Machine (Not in use)			
1	1 Lift Truck GP18-g (Broken, Needs Transmission)			
1	1 Air Compressor (Not in use)	L7/12/199-00041		

Michael A. Fluhr

From: Gary Floyd
Sent: Wednesday, April 12, 2023 10:17 AM
To: Michael A. Fluhr
Cc: Tyler Wallace
Subject: Scrap Iron

Michael, the old return sludge screw pumps are staged on the back side of the plant and are considered scrap iron.

2ea @ 25 feet long weighing 3332 lbs ea.

I recommend bringing this before the council to approve for disposal.

Thanks,

gf

Minden City Council Regular Session

Monday, May 1, 2022

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (7) Authority for Mayor Nick Cox to Enter into a Maintenance Agreement Including Mowing and Litter Pickup with the State of Louisiana Department of Transportation and Development Office of Engineering

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Nick Cox to enter into a Maintenance Agreement Including Mowing and Litter Pickup with the State of Louisiana Department of Transportation and Development Office of Engineering, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

**MAINTENANCE AGREEMENT
INCLUDING MOWING AND LITTER PICKUP**

FOR THE FISCAL YEAR ENDING JUNE 30, 2024

BETWEEN

Minden

AND

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
OFFICE OF ENGINEERING**

AGREEMENT

This **AGREEMENT**, ("Agreement") is made and entered into this _____ day of _____, 2023, by and between the **STATE OF LOUISIANA**, through the Department of Transportation and Development, hereinafter referred to as ("**DOTD**"), represented herein by its Secretary or his duly authorized designee, and City of Minden, hereinafter referred to as ("**Municipality**"), appearing herein through its Mayor, Nick Cox duly authorized.

WITNESSETH:

WHEREAS, pursuant to the provisions of LSA-R.S. 48:193, **DOTD** is directed to repair and to keep in operating condition, at its sole cost and expense, all municipal roads and streets within the State Highway System as it is defined in LSA- R.S. 48:191, hereinafter sometimes referred to as the "State Highway System" or "State Roadway"; and

WHEREAS, further, LSA-R.S. 48:193 authorizes municipalities to request that the repair and maintenance of said State Roadways located within their respective municipalities be performed by the municipality, at the State's expense; and

WHEREAS, **DOTD** lacks sufficient personnel and equipment to perform mowing and litter collection on a routine and continuing basis and wishes to enter into an agreement with the **Municipality** to perform maintenance directly related to mowing and litter collection on the State Roadways located within the City of Minden; and

NOW, THEREFORE, it is hereby agreed between **DOTD** and **Municipality**:

ARTICLE I: Covered Roadways:

This Agreement applies only to those State Roadways identified on the List of Routes for Maintenance Agreement shown on Exhibit "A", a copy of which is appended hereto and made a part hereof by reference. These State Roadways are collectively referred to as "State Roadways" and, for purposes of this Agreement, the term "State Roadway" shall include all rights of ways and roadway shoulders associated with the State Roadways.

ARTICLE II. Mowing Litter and Trash Collection

The **Municipality** shall conduct its operation in a manner such that the safety and convenience of the public shall be regarded as a priority. All equipment and traffic control devices shall be in accordance with the Manual on Uniform Traffic Control Devices. The **DOTD** reserves the right to stop the **Municipality** from working or order any piece of equipment removed from the roadway or right of way should it be determined that the minimum safety standards are not being met.

*Prior to beginning a litter collection or mowing cycle the **Municipality** shall contact the **DOTD** District Office or the Parish Maintenance Office advising them of the starting date.*

The Municipality will be required to report daily work activities on the form provided (Exhibit "B" attached) and shall include the work completed (mowing) and litter amount in cubic yards collected each day for the duration of the cycle or period of time that the work is being performed.

*Completed Forms shall be maintained by the municipality and shall be submitted to the **DOTD** district contact with the semi-annual invoice for covered time period.*

Failure to turn in the Completed Form with the semi-annual invoice will delay payment until the required Daily Work Reports are submitted.

The **Municipality** shall pick up and properly dispose of all trash and debris located on the State Roadways prior to conducting mowing operations. Litter and trash collection shall precede the mowing operation by no more than 24 hours. The **Municipality** shall perform litter and debris pick-up on all grass and vegetative areas, ditches, paved roadside shoulders and areas beneath overhead bridges and roadways. All litter, trash and debris uncovered by the mowing operation shall be picked up within 48 hours of the mowing operation. All litter, trash and debris shall be collected and piled or bagged off of the travel lanes and paved shoulders of the State Roadways and must be removed from the right-of-ways by the close of business the same workday that it is collected. **Municipality** shall provide, at its own expense, all equipment necessary to perform the duties provided for in this Agreement, including but not limited to, all trash bags, mowing and trimming equipment and herbicide applicators. **Municipality** shall record and document the amount of litter collected and report these amounts to the appropriate **DOTD** District Engineer at the time invoices are submitted for payment.

For purposes of this agreement litter, trash and debris shall mean all trash, debris, litter, junk, rubbish, paper, cardboard, glass, cans, discarded items, garbage, old tires, treads, dead trees, wood materials, concrete, etc. The Municipality will not be required to pick up every isolated cigarette butt, chip of glass or similar small objects.

The **Municipality** shall mow grass and cut or otherwise control mowable vegetation along ditches, around signs, guardrails and bridge ends, trim overhanging grass along curbs, and remove litter and debris within the designated, dedicated or apparent right of way. For purposes of this Agreement, Mowable vegetation is defined as any trees, vegetation, brush, etc., that is two inches in diameter or less measured five inches above the ground. Mowing and litter removal shall be accomplished a minimum of four (4) times per year. The dates of the mowing operations shall be set forth on the Mowing Plan submitted by Municipality to Roadside Development Coordinator assigned to the DOTD District where the mowing operations are to take place.

Natural stands or planted stands of wildflowers shall not be cut until after seed heads have formed unless, in the opinion of **DOTD** District Administrator, the flowers are causing a traffic hazard or have a very undesirable appearance.

If, during the term of this Agreement, **DOTD** alters or makes repairs to State Roadways covered by this Agreement, **DOTD** will initiate contact with the **Municipality** to revise mowing and litter pick-up practices for the applicable State Roadway.

The **Municipality** shall be responsible for payments to its employees and contractors who perform work pursuant to this Agreement and shall be responsible for payroll taxes and benefits due each employee who is assigned to work pursuant to this Agreement.

Nothing herein is intended to create a statutory employer relationship between **DOTD** and the employees or contractors of the **Municipality**.

ARTICLE III: Use of Herbicide/Chemicals in Mowing Operations

The **Municipality** may utilize Vegetation Management Plans involving the use of herbicides/chemicals by the **Municipality**, provided that the **Municipality** obtains written approval from the **DOTD** District Administrator. The **Municipality** may elect to enter into a contract with third parties to administer herbicides. The following conditions shall apply to all Vegetation Management Plans involving the use of herbicides/chemicals whether performed by the **Municipality** or its contractor:

All liability arising from the use or misuse herbicides/chemicals pursuant to this Agreement shall be the responsibility of the **Municipality** and, when applicable, the **Municipality's** contractor making said chemical applications.

Municipality shall notify **DOTD** of its intention to apply chemicals for growth retarding purposes. Said notification shall be in writing and shall be included in the **Municipality's** Roadside Management Plan. The Roadside Management Plan shall

include projected mowing and spraying schedules for the yearly contract. All herbicide applicators must possess a Category 6 Pesticide Applicators license obtained through the Louisiana Department of Agriculture and Forestry. A copy of licenses shall be included in the **Municipality's** Management Plan if the work is to be performed by **Municipality** employees. If herbicide/chemical application will be performed by **Municipality's** contractor, proof of insurance and required Louisiana licensing procedures shall be followed. The **DOTD** reserves the right to inspect and approve all forms of application equipment when making herbicide/chemical applications to **DOTD** Roadways and rights of ways.

All herbicide/chemical applications performed from the traveling roadway shall be performed in accordance with **DOTD's** "Safety Policy and Procedure Manual". This shall include, but is not limited to, the use of arrow boards and crash attenuators when applications are made from the inside lane or fast-moving lane on divided highways. The **DOTD** reserves the right to approve all herbicides/chemicals used in herbicide/chemical treatments to **DOTD** rights of ways. A list of herbicides/chemicals and the quantities to be used are contained in the **DOTD** Policy for Roadside Management. The **DOTD** reserves the right to disallow the use of Integrated Roadside Management practices in sensitive areas or sites or sites deemed by **DOTD** as unsuitable for such practices.

The **Municipality** or its contractor shall consult with the **DOTD** Roadside Development Coordinator, on an annual basis, to verify whether any of these conditions exist.

The maximum number of generalized herbicide applications, shall be limited to two (2) per growing season.

The maximum number of generalized seed-head suppression applications shall be limited to two (2) per growing season.

A combination of the above two types of spraying maybe allowed, but no more than two in any given growing season.

Further, there shall be a contract mowing cycle interspersed between any two herbicide applications.

Spot Treatments:

Spot treatments for weed control shall be allowed. Products used for spot treatments shall have no injurious effects to the predominant turf grass. Chemical control of grasses and weeds around signs, guardrails, light standards, revetments and bridge ends will be allowed. The Municipality shall obtain prior approval from the District

Roadside Development Coordinator for the chemicals used by the **Municipality** for spot treatments.

All concerns or questions relating to the use of herbicides shall be directed to the **DOTD** District Administrator.

ARTICLE IV: Reimbursement

DOTD will reimburse the **Municipality** on a semi-annual basis for work performed pursuant to this Agreement. *The documentation required in Article II shall be submitted with each invoice. Payment will be withheld until the documentation is submitted and approved by DOTD.*

ARTICLE V: Payments

Municipality shall be reimbursed by **DOTD** the amount of Eight Hundred Seventy-Five and 00/100 Dollars, (\$875.00) per cycle, per mile for Interstate Roadways; Five Hundred and 00/100 Dollars, (\$500.00) per cycle, per mile for divided State Roadways; and Two Hundred Fifty and 00/100 Dollars (\$250.00) per cycle, per mile for undivided State Roadways. All such payments shall be for work performed under the provisions of Article II - Litter and Trash Collection of this Agreement.

The total mileage to be maintained by the **Municipality** pursuant to this Agreement and for which the **Municipality** is entitled to reimbursement by **DOTD** is 14.81 miles. Of this, 0.00 miles are Interstate Roadways; 0.53 miles are divided State Roadways and 14.28 are undivided State Roadways. The total maximum amount for which the **Municipality** may claim reimbursement is **FIFTEEN THOUSAND THREE HUNDRED FORTY AND 00/100 DOLLARS, (\$15,340.00)**. It is understood and agreed that the rates per cycle, per mile at which the **Municipality** is to be reimbursed are without regard to the type of wearing surface of the traffic lanes or other features of the State and Interstate Roadways covered by this Agreement.

ARTICLE VI: Substandard Performance

If, in the opinion of the **DOTD** District Administrator, the **Municipality** has failed to properly fulfill its obligation with respect to any or all State Roadways covered by this Agreement, and after the **Municipality** has been notified in writing and given adequate opportunity to correct the condition, the **Municipality** has failed or refuses to correct said problem, the **DOTD's** District Administrator may order the **DOTD** maintenance forces to perform such work as, in his or her opinion, is necessary for the proper maintenance of the State Roadways and the **DOTD** may deduct the cost thereof from any monies due or that become due to **Municipality**.

ARTICLE VII: Indemnification

The **Municipality** shall defend, indemnify, save and hold harmless the State of Louisiana, through the Department of Transportation and Development, its offices, agents, servants and employees, including volunteers, from and against any and all claims, demands, suits, judgments of sums of money, attorneys' fees, court costs, expense and liability, to any party or third person, including, but not limited to, amounts for or arising out of injury or death to any person for loss of life, injury, damage, loss or destruction of any property, or damages for tort or breach of contract or any other basis of liability growing out of, resulting from, or by reason or any act, omission, operation or work of the **Municipality**, its agents, contractors, servants and employees, or on account of negligence in safeguarding the work or through use of unacceptable materials in maintaining the work, or because of any negligent act, omission or misconduct of the municipality, or because of claims or amount recovered from infringement of patent, trademark or copy right, or from claims or amounts arising or recovered under Worker's Compensation Act, or other law, ordinance, order or decree, or any and all costs, expense and/or attorneys' fees incurred by the municipality or **DOTD** as a result of any claims, demands, and/or causes of action while engaged upon or in connection with the performance of this Agreement by the **Municipality** or its contractors, employees, agents and assigns under this Agreement, except for those claims, demands, and/or causes of action arising out of the sole negligence of the Department or its agents, representatives and/or employees. The **Municipality** agrees to investigate, handle, respond to, provide defense for and defend, any such claims, demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claim, demand or suit is groundless, false or fraudulent.

ARTICLE VIII: Funding Contingency

The continuation of this Agreement is contingent upon the appropriation of funds by the Louisiana State Legislature to the **DOTD** to fulfill the requirements of this Agreement. If the Legislature fails to appropriate sufficient monies to provide the continuation of this Agreement, or if such appropriation is reduced by veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Agreement, this Agreement shall be reduced or terminate on the date said funds are no longer available.

ARTICLE IX: Limitation On Use of State Funds

The **Municipality** agrees to use the funds provided by the State through **DOTD** only for the services authorized in this Agreement and in accordance with constitutional and statutory restrictions on the use of State funds for public purposes.

ARTICLE X: Term and Cancellation

This Agreement shall begin on **July 1, 2023**, and shall end on **June 30, 2024**, but may be terminated earlier under any or all of the following conditions:

By mutual agreement and consent of the parties hereto.

By the **DOTD** as a consequence of the failure of the **Municipality** to comply with the terms or quality of work in a satisfactory manner.

By either party upon failure of the other party to fulfill its obligations as set forth in this Agreement.

By either party giving thirty (30) days written notice to the other party.

By the **DOTD** upon withdrawal or reduction of funding by the Louisiana Legislature or by any other lawful manner.

By either party as the result of an Act of God that prohibits performance, by either party, of duties proscribed in this Agreement.

If termination is made under condition four (4), above, after work has begun, the **Municipality** will be paid for all services rendered to date of termination.

DOTD may, at its option, suspend the services performed pursuant to this Agreement, without penalty of any kind, and without terminating the Agreement. Should the **DOTD** desire to exercise this right of suspension, it may do so by providing the **Municipality** with prior written notice of its intent to suspend the Agreement, thirty (30) days in advance of the effective date of suspension. The Agreement may be reinstated and resumed in full force and effect by **DOTD** by providing the **Municipality** with sixty (60) days written notice to that effect.

ARTICLE XI: Claims for Liens

The **Municipality** shall hold the **DOTD** harmless from any and all claims for liens for labor, services or materials furnished to the **Municipality** in connection with the performance of his obligations under this Agreement.

ARTICLE XII: Compliance With Laws

The **Municipality** agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the

Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and the **Municipality** agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

ARTICLE XIII: Agreement Modifications

Any changes or modifications to the terms of this Agreement must be made by a fully executed Supplemental Agreement.

ARTICLE XIV: Disputes

Any dispute concerning a question of fact in connection with the work not disposed of by this Agreement or by agreement of the parties shall be referred to the **DOTD's** Secretary or his duly authorized representative for determination, whose decision in the matter shall be final and conclusive on the parties to this Agreement.

ARTICLE XV: Record Keeping, Reporting and Audits

The **Municipality** shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred relative to this project and shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from the date of final payment under this

Agreement, for inspection by the **DOTD** Audit Control Section, the Legislative Auditor, and/or the Office of the Governor, Division of Administration Auditors under State and Federal Regulations effective as of the date of this Agreement and copies thereof shall be furnished if requested.

ARTICLE XVI: Covenant Against Contingent Fees

The **Municipality** warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the **Municipality** to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the **Municipality**, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

The **DOTD** shall have the right to annul this Agreement without liability or, in its discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee if the **Municipality** breaches or violates this warranty.

No member of or delegate to Congress or resident commissioner shall be entitled to any share or part of this Agreement or to any benefit that may arise there from, but this provision shall not be construed to extend to a contract if made with a corporation for its general benefit.

ARTICLE XVII: Subletting, Assignment or Transfer

The **Municipality** shall not subcontract any of his duties or responsibilities under this Agreement without the express written consent of DOTD.

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

ARTICLE XVIII: Successors and Assigns

This Agreement shall be binding upon the successors and assigns of the respective parties hereto.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective officers, thereunto duly authorized as of the day and year first above written.

THUS DONE AND SIGNED at Minden, Louisiana, this ____ day of _____, 2023.

WITNESSES

Municipality

BY: _____
(Signed Name)

Nick Cox
(Printed Name)

Municipality: City of Minden

Address PO Box 580, Minden 71058
(318) 377-2144 (Phone)
(318) 371-4264 (Fax)

Tax ID. # 72-6000902

THUS DONE AND SIGNED at Bossier City, Louisiana, this ____ day of _____, 2023.

WITNESSES:

DOTD

BY: _____
DAVID K. NORTH, P.E.
DISTRICT ENGINEER ADMINISTRATOR

EXHIBIT "A"

City of Minden Road DESCRIPTION

State Route	Description	Divided Mileage	Undivided Mileage	Control Section
US 79	From Lewisville Rd. to Union St.		0.28	027-4
LA 159	From I-20 to US 80 (Broadway St.)	0.06	1.4	027-3
LA 159	From US 80 Broadway St. to Lee St. (South Bound)		1.22	027-3
LA 159	Lewisville Road		2.3	027-3
LA 531	Truck Route, From .6 Miles South of US 80 to Jct. of US 79		2.26	111-2
US 80	From .28 Miles W. of Magnolia St. to L & A R/R		1.61	001-4
US 80	From L & A R/R to East City Limits	0.02	2.27	001-5
US 80	From Broadway St. to Dennis St.		0.45	001-5
US 79	From US 80 to .44 Miles East of Chrislo Rd.	0.25	2.29	027-4
US 371	From Kingwood Dr. to I-20	0.2	0.2	027-03
Total Mileage		0.53	14.28	

Minden City Council

Regular Session

Monday, May 1, 2022

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (8) Authority for Mayor Nick Cox to Join the Delta Regional Authority’s 2023 Strategic Planning Program

Discussion:

Awards will range from \$25,000.00 - \$150,000.00.

Suggested Wording of Motion:

“I move to authorize Mayor Nick Cox to join the Delta Regional Authority’s 2023 Strategic Planning Program, as presented.”

MOTION: _____ SECOND: _____

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

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



2023 Strategic Planning Program

Notice of Funding Availability

DELTA REGIONAL AUTHORITY

CREATING JOBS. BUILDING COMMUNITIES. IMPROVING LIVES.

ALABAMA • ARKANSAS • ILLINOIS • KENTUCKY • LOUISIANA • MISSISSIPPI • MISSOURI • TENNESSEE



2023 Strategic Planning Program: Notice of Funding Availability

The Delta Regional Authority (DRA) is publishing this notice of funding availability (NOFA) to provide guidelines and requirements for the 2023 Strategic Planning Program.

- Proposals Due: Accepted on a rolling basis

DRA will accept and review applications until funds are expended.

Funding for this program has been made available through the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act, PL 117-58) signed by President Biden. For questions about the program, please email strategy@dra.gov.



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 A. Distressed Communities

 B. Persistent Poverty

 C. Underserved Communities



I. DRA Overview

DRA was established by Congress in 2000 as a formal framework for joint Federal-State collaboration to serve the eight-state Mississippi River Delta and Alabama Black Belt regions. DRA promotes economic growth and opportunity by investing in critical and human infrastructure projects in economically distressed communities. DRA's investment priorities include transportation infrastructure, other basic public infrastructure like water and sewer, small business development with an emphasis on entrepreneurship, and job training. DRA invests in these areas through grant programs and strategic partnerships that are open to local units of government, tribal entities, non-profits, and public institutions of higher learning. DRA evaluates the impact of these investments by gauging four basic metrics:

- Jobs Created
- Jobs Retained
- Individuals Trained
- Families Affected

The eight states that comprise DRA's region include Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee.

II. Program Overview

Many communities across the eight-state Mississippi River Delta and Alabama Black Belt regions lack the capacity and resources to strategically plan. Strategic planning is a collaborative process that involves actors from multiple sectors that plan, implement, and evaluate projects that address immediate needs and the overall progression of a community. Unforeseen events like the COVID-19 pandemic illustrate the importance of communities being able to respond to and mitigate challenges. DRA's Strategic Planning Program will award funds across the region to help communities identify and develop strategic plans to address issues such as infrastructure, industry growth, workforce pipelines, and small business development. Through planning, communities are in a better position to seek and secure resources from DRA, other federal agencies, state, and philanthropic sources. DRA's intent is to give communities access to planning resources that will lead to more solution-based outcomes and greater economic resilience.



A. Program Objectives

The overall goal of the Strategic Planning Program is to provide economically distressed, isolated areas of distress, and persistent poverty communities in the Mississippi River Delta and Alabama Black Belt regions with the resources necessary to develop plans that will help alleviate prolonged issues and guide economic growth. The following objectives were developed to specify desired program outcomes:

- To help revitalize local and regional economies by providing economically distressed communities across the region access to planning resources that aid problem-solving.
- To enhance the resilience of underserved communities experiencing social and economic vulnerability such as high poverty rates, aging infrastructure, and economic downturns.
- To establish partnerships that reflect the collaborative nature of planning and problem-solving.

B. Program Priorities

Applicants are strongly encouraged to reflect the following priorities in their proposals. DRA will place special consideration on proposals that reflect these priorities.

- Proposals that demonstrate goals that will improve economic development in economically distressed, isolated areas of distress, or persistent poverty communities, such as plans that address job training, improving infrastructure like water and sewer, and other catalysts for growth.
- Proposals that incorporate input from community members and underserved groups. For example, focus groups or community meetings that measure community challenges and needs. (Please reference DRA's [Equity Action Plan](#) or the Appendix to learn more about underserved groups.)
- Proposals that demonstrate local or regional collaboration. For example, a local government applying with an institution of higher education or a multi-county/parish proposal that addresses regional economic development.
- Proposals that demonstrate alignment with DRA's [Regional Development Plan IV](#).

DRA will prioritize planning activities that demonstrate a regional approach, engage historically underserved communities, and are anticipated to improve or strengthen economic development in DRA communities.



III. Eligibility Information

A. Eligible Applicants

The following entities are eligible to apply for funds through the Strategic Planning Program. The program is designed to assist public entities in developing and implementing plans. Private entities are not eligible applicants.

- Local Units of Government
- Federally Recognized Tribes
- Public Authorities and Associations
- Non-profit Organizations (business incubators and other non-profits offering workforce development services and programs)
- Local Development Districts (LDDs will be required to apply alongside a member government)
- Metropolitan Planning Organizations
- Institutions of Higher Education

Applicants will have to reside in one of the 252 counties and parishes in DRA's [service area](#).

B. Eligible Use

Applicants that are awarded funds through the Strategic Planning Program will be allowed to conduct plans including, but not limited to, the following: comprehensive economic development plans master plans, capital improvement plans, workforce development plans, preliminary engineering reports, transportation plans, broadband deployment plans, feasibility studies, and utility rate studies.

C. Ineligible Use

Funds will not be allowed for use towards any project activities not related directly to planning. The hiring of a contractor by a local unit of government or other entities will be permitted, but the contractor will be required to work solely on the recipient's planning priorities.



IV. Application Information

Applications for the Strategic Planning Program are available at [Strategic Planning Program - Delta Regional Authority \(dra.gov\)](https://www.dra.gov). For any applicants that experience connectivity issues, please call 601-431-2122.

A. Application Content

The following sections will have to be filled out by all applicants for your application to be considered complete by DRA.

1. Applicant Information:

Applicants will be required to list information such as location. The applicant's service area must overlap with DRA's service area. Multiple applicants can also submit a joint application. Examples include cross-state or multi-jurisdictional strategic planning projects.

2. Project Information:

Applicants are required to describe the type of strategic plan they are proposing, planning goals, and planning objectives. Applicants are also required to describe the communities that will be impacted by their strategic plan, community engagement practices that will be deployed to encourage public input, and partners involved in the planning process. Examples of community engagement practices include community town hall meetings, focus groups, and surveys. Partners can include any local or regional entity that can help the applicant devise and execute planning goals and activities.

3. Program Objectives:

Applicants are required to describe project outcomes. DRA will grade the applicant's desired project outcomes based on their alignment with DRA's program objectives.

4. Work Plan:



Applicants will be required to describe the tasks necessary to complete the project including key personnel assigned, time period for completion, and deliverables.

5. Budget:

Applicants are required to list each budget item. Budgetary items should align with the proposed project and the work plan.

6. Budget Narrative:

Applicants are required to complete a Budget Narrative. The Budget Narrative must provide a description of costs associated with each budget item. Each category should include the total estimated costs for the period of performance. The Budget Narrative should also include each section described below (as applicable to the applicant's proposed project):

- a. **Leveraged Resources:** The Budget Narrative should include a section describing any leveraged resources provided to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award.
- b. **Personnel:** List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.
- c. **Fringe Benefits:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
- d. **Travel:** For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.
- e. **Equipment:** Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item. Items with a unit cost of less than \$5,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant.
- f. Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per



category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment."

- g. Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1 means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.
- h. For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.
- i. Other: Provide clear and specific detail, including costs, for each item so that we can determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

B. Review Process

After applications are submitted, they will undergo a validation process. Any application that is incomplete or deemed ineligible will be rejected. Once applications are validated, they will be reviewed using the criteria in the following section.

Criterion	Points
Applicant Information	
I. Acknowledgements	
II. Applicant/Co-Applicant Name	
III. Project Service Area	
Project Information	Total: 30
I. Type of Plan	0
II. Project Description	15
III. Plan Rationale	10
IV. Planning Collaboration	5



Program Objectives	Total: 30
I. Description of the Desired Project Outcomes	
Work Plan	Total: 30
I. Description of the Project Deliverables	
II. Description of the Project Timeline	
Budget	Total: 5
Budget Narrative	Total: 5

C. Selection Process

After review, DRA staff will make recommendations to the Federal Co-Chairman (FCC). The FCC will make the final determination on which applications will be selected for awards.

V. Technical Assistance

DRA will offer technical assistance to applicants and grant recipients. Technical assistance will be in the form of workshops, webinars, and one-on-one virtual office hours. DRA will provide technical assistance to any unsuccessful applicant that would like guidance on strengthening future applications. For technical assistance, please email strategy@dra.gov or call 601-431-2122.

VI. Award Information

DRA will award approximately \$3 million through this program for FY 2023. Funding was provided by the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act, PL 117-58). Awards will range from \$25,000 - \$150,000. Grantees will be required to sign a participation agreement. The period of performance is up to 24 months.

VII. Cost-Sharing Information

There will be no match associated with this program.



VIII. Reporting

Grant recipients will be required to report annually during the period of performance. Reports will cover the initial stages of your planning activities and implementation. DRA will provide grantees with a questionnaire to report progress. The first report will be due exactly 12 months after the date of the award. For grantees still working on planning activities, the second report will be due once planning activities have been completed or exactly 24 months after the date of the award.

IX. Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this RFP will be subject to the following administrative standards and provisions.

- I. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- II. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR Part 675 et. seq. Note that 20 CFR Part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
- III. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- IV. All entities must comply with the Infrastructure Investment and Jobs Act (IIJA) and the Build America, Buy America Act (the Act), Pub. L. No. 117-58, §§ 70901-52, as well as the Executive Memorandum M-22-11, dated April 18, 2022, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

The Act requires the following Buy America preference:



1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

Pursuant to Section 70914(c) of the Act, DRA may waive the application of a Buy America preference under an infrastructure program in any case in which the FCC of DRA finds that—

1. applying the domestic content procurement preference would be inconsistent with the public interest (a “public interest waiver”);
2. types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality (a “nonavailability waiver”); or
3. the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent (an “unreasonable cost waiver”).

Before applying a Buy America preference to a covered program that will affect Tribal Communities, DRA will follow the consultation policies established through Executive Order 13175, Consultation and Coordination with Indian Tribal Governments, and consistent with policies set forth in the Presidential Memorandum of January 26, 2021, on Tribal Consultation and Strengthening Nation-Nation Relationships.

- I. Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- II. Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the DRA pursuant to the Age Discrimination Act of 1975,



as amended. The Act prohibits discrimination on the basis of age by recipients of Federal financial assistance and in federally assisted programs or activities, but permits the use of certain age distinctions and factors other than age that meet the requirements of the Act and this part

- III. Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance pursuant to Title IX of the Education Amendments of 1972, as amended (except sections 904 and 906 of those Amendments) ([20 U.S.C. 1681](#), [1682](#), [1683](#), [1685](#), [1686](#), [1687](#), [1688](#)), which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in these Title IX regulations.
- IV. Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- V. Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- VI. DRA will follow the procedures outlined in the agency's Freedom of Information Act (FOIA) policy. If DRA receives a FOIA request for your application, the procedures in DRA's FOIA policies for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552
- VII. DRA programs are covered programs under the Biden Administration's Justice40 Initiative. As part of Justice40, DRA will identify the benefits of covered programs, determine how covered programs distribute benefits, and calculate and report on reaching the 40-percent goal of the Initiative. Benefits include direct and indirect investments (and program outcomes) that positively impact disadvantaged communities. Therefore, all entities must comply with reporting, data collection, and evaluation involved with the Justice40 Initiative.

A. Other Legal Requirements

I. Religious Activities

DRA notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it



may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. Religious organizations are eligible on the same basis as any other organization, to seek DRA support or participate in DRA programs for which they are otherwise eligible.

II. Lobbying

Lobbying or Fundraising the U.S. Government with Federal Funds In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450 for more information).

III. Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

1. Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
2. Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at <https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

1. Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
2. Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
3. Federal awards, if the required reporting would disclose classified information.

IV. Safeguarding Data Including Personally Identifiable Information (PII)



Applicants submitting applications in response to this RFP must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Delta Regional Authority and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 39-11 (issued June 28, 2012). All such activity conducted by recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DRA funded grants is securely transmitted.

- I. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including DRA or contractors.
- II. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the DRA standards for information security and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- III. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- IV. You further acknowledge that all PII data obtained through your DRA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by DRA. Accessing, processing, and storing of DRA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient



managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by DRA.

- V. Your employees and other personnel who will have access to sensitive / confidential / Proprietary / private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
- VI. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- VII. You must not extract information from data supplied by DRA for any purpose not stated in the grant agreement.
- VIII. Access to any PII created by the DRA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- IX. All PII data must be processed in a manner that will protect the confidentiality of the records/ documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- X. PII data obtained by the recipient through a request from DRA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- VIII. You must permit DRA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- IX. You must retain data received from DRA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records



retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

- Record Retention

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

- Use of Contracts and Subawards

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

Contract: Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a federal award. The term as used in this RFP does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see definition of Subaward below).

Contractor: Contractor means an entity that receives a contract as defined above in Contract.

Subaward: Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.



You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

- Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with DRA at the end of the final year of the grant.

B. Other Administrative Standards and Provisions

Except as specifically provided in this RFP, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

C. Special Program Requirements

DRA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DRA. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to:

(1) make records available to the evaluation contractor on participants, employers, and funding;



(2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and

(3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and

(4) follow evaluation procedures as specified by the evaluation contractor under the direction

of DRA.

Performance Goals

Please note that applicants will be held to outcomes provided, and failure to meet those outcomes may result in technical assistance or other intervention by DRA, and may also have a significant impact on decisions about future grants with DRA.

D. Definitions

Construction materials

Construction materials includes an article, material, or supply – other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives – that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

Domestic content procurement preference means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Infrastructure:

Infrastructure includes, a minimum, the structure, facilities, and equipment for, in the United States (1) roads, highways, and bridges; (2) public transportation; (3) dams,



ports, harbors, and other maritime systems; (4) intercity passenger and freight railroads; (5) freight and intermodal facilities; (6) airports; (7) water systems; including drinking water and wastewater systems; (8) electrical transmission facilities and systems; (9) utilities; (10) broadband infrastructure; and (11) buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

Project:

Project means the construction alteration, maintenance, or repair of infrastructure in the United States.

X. Appendix

A. Distressed Communities

DRA defines, pursuant to its statute, 7 USC 2009aa-5, a distressed community as a county, parish, or an isolated area of distress located in non-distressed counties or parishes which are “the most severely and persistently distressed and underdeveloped and have high rates of poverty or unemployment.” This definition is applicable to all of DRA’s covered programs. A complete list of economically distressed counties and parishes and isolated areas of distress in non-distressed counties and parishes can be found [here](#).

B. Persistent Poverty

DRA applies the USDA Economic Research Service’s definition of persistent poverty to identify persistent poverty counties and parishes across the region. Persistent poverty counties and parishes are counties and parishes that have experienced a poverty rate of 20% or greater for at least 30 years.

There are 109 persistent poverty counties and parishes across DRA’s eight-state region:

State	County/Parish
AL	Barbour County
AL	Bullock County
AL	Butler County
AL	Choctaw County



AL	Clarke County
AL	Conecuh County
AL	Dallas County
AL	Escambia County
AL	Greene County
AL	Hale County
AL	Lowndes County
AL	Macon County
AL	Marengo County
AL	Monroe County
AL	Perry County
AL	Pickens County
AL	Sumter County
AL	Wilcox County
AR	Bradley County
AR	Chicot County
AR	Crittenden County
AR	Desha County
AR	Jefferson County
AR	Lee County
AR	Mississippi County
AR	Monroe County
AR	Phillips County
AR	Poinsett County
AR	St. Francis County



AR	Searcy County
AR	Woodruff County
IL	Alexander County
IL	Jackson County
IL	Pulaski County
KY	Fulton County
LA	Acadia Parish
LA	Avoyelles Parish
LA	Bienville Parish
LA	Catahoula Parish
LA	Claiborne Parish
LA	Concordia Parish
LA	East Carroll Parish
LA	East Feliciana Parish
LA	Evangeline Parish
LA	Franklin Parish
LA	Lincoln Parish
LA	Madison Parish
LA	Morehouse Parish
LA	Natchitoches Parish
LA	Orleans Parish
LA	Ouachita Parish
LA	Red River Parish
LA	Richland Parish



LA	St. Helena Parish
LA	St. Landry Parish
LA	Tangipahoa Parish
LA	Tensas Parish
LA	Washington Parish
LA	West Carroll Parish
LA	Winn Parish
MS	Adams County
MS	Amite County
MS	Attala County
MS	Benton County
MS	Bolivar County
MS	Claiborne County
MS	Coahoma County
MS	Copiah County
MS	Covington County
MS	Franklin County
MS	Grenada County
MS	Holmes County
MS	Humphreys County
MS	Issaquena County
MS	Jasper County
MS	Jefferson County
MS	Jefferson Davis County



MS	Lafayette County
MS	Leflore County
MS	Marion County
MS	Marshall County
MS	Montgomery County
MS	Panola County
MS	Pike County
MS	Quitman County
MS	Sharkey County
MS	Simpson County
MS	Sunflower County
MS	Tallahatchie County
MS	Tunica County
MS	Walthall County
MS	Washington County
MS	Wilkinson County
MS	Yalobusha County
MS	Yazoo County
MO	Carter County
MO	Dunklin County
MO	Mississippi County
MO	New Madrid County
MO	Oregon County
MO	Pemiscot County



MO	Reynolds County
MO	Ripley County
MO	Shannon County
MO	Texas County
MO	Washington County
MO	Wayne County
MO	Wright County
TN	Lake County

C. Underserved Communities

DRA applies the definition of underserved communities used in Executive Order 13985, titled “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.” This E.O. defines underserved communities as, “populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life...” The E.O. lists individuals that belong to underserved communities as, “Black, Latino, and indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.”

Minden City Council Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(9) 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 (A): “I move to authorize Mayor Cox to appoint a curator in this matter.”

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,

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"/> B. Swain <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) B. Swain</p> <p>C. Date of Delivery 2-25-23</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>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</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><input type="checkbox"/> Restricted Delivery</td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input 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	<input type="checkbox"/> Restricted Delivery
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®												
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™												
<input 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	<input type="checkbox"/> Restricted Delivery												
<p>2. Article Number (Transfer from service label)</p> <p style="text-align: center;">7020 1290 0000 8545 6267</p>	<p>PS Form 3811, July 2020 PSN 7630-02-000-9053</p>												

Domestic Return Receipt

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only											
For delivery information, visit our website at www.usps.com ®.											
<h1>OFFICIAL USE</h1>											
<p>Certified Mail Fee \$</p> <p>Extra Services & Fees (check box, add fee as appropriate)</p> <table border="0"> <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: 2em; color: blue;">2/23/23</p> <p>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> Street and Apt. No., or P.O. Box No. <u>c/o Charles Minifield P.O. Box 1398</u> City, State, ZIP+4® <u>Minden, LA 71058</u></p>											
<p>PS Form 3800, April 2015 PSN 7630-02-000-0017 See Reverse for Instructions</p>											

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 Minfield

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

Type Occupancy Residential No. of Occ. Units 1

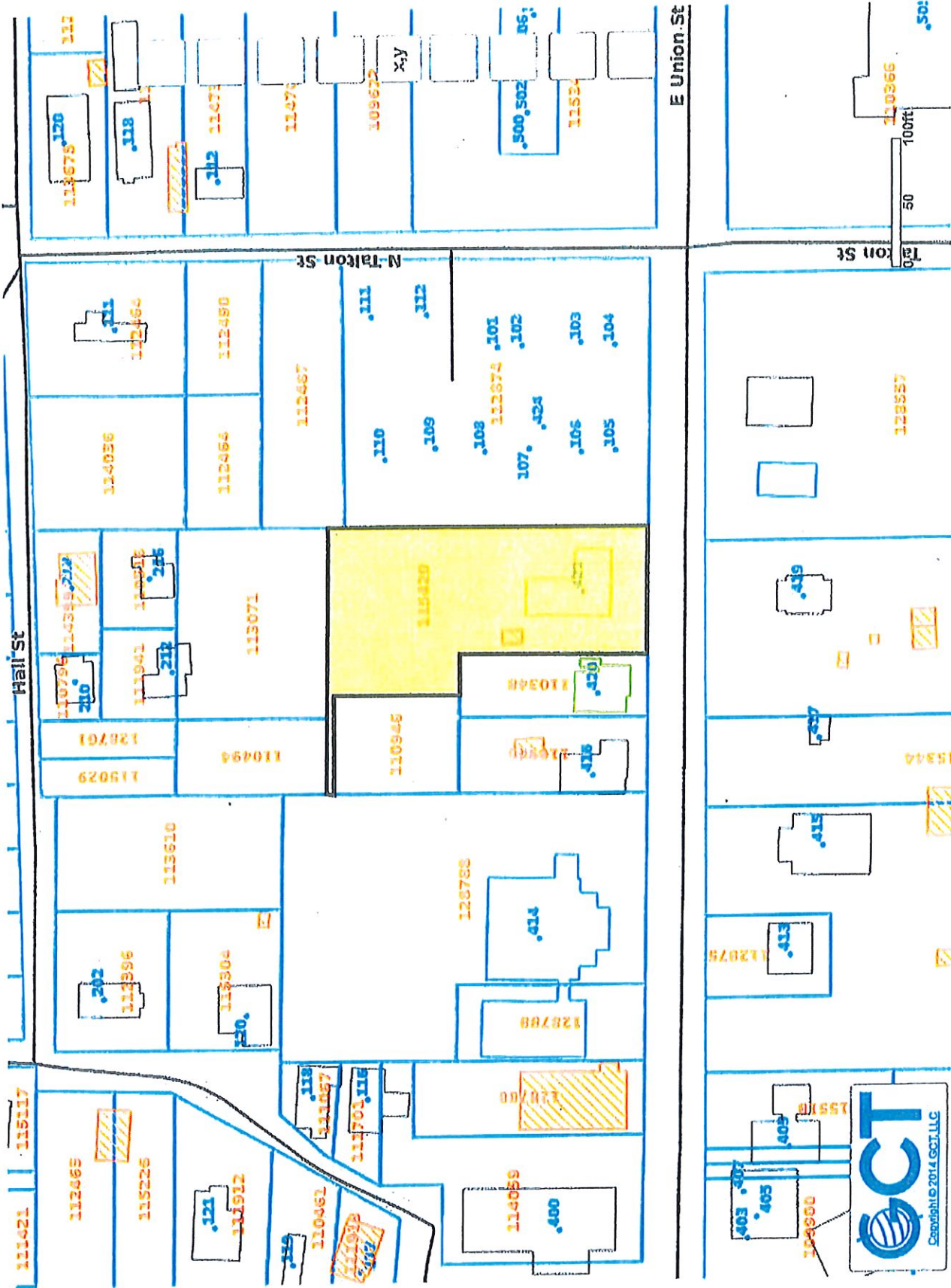
	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	✓				
Plumbing Drainage System					<i>Undetermined</i>
Foundation Walls & Piers	✓				
Unexcavated Area Vent/Drainage					
Exterior Walls & Columns	✓				
Roof Rafters & Sheathing	✓				
Roofing Material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

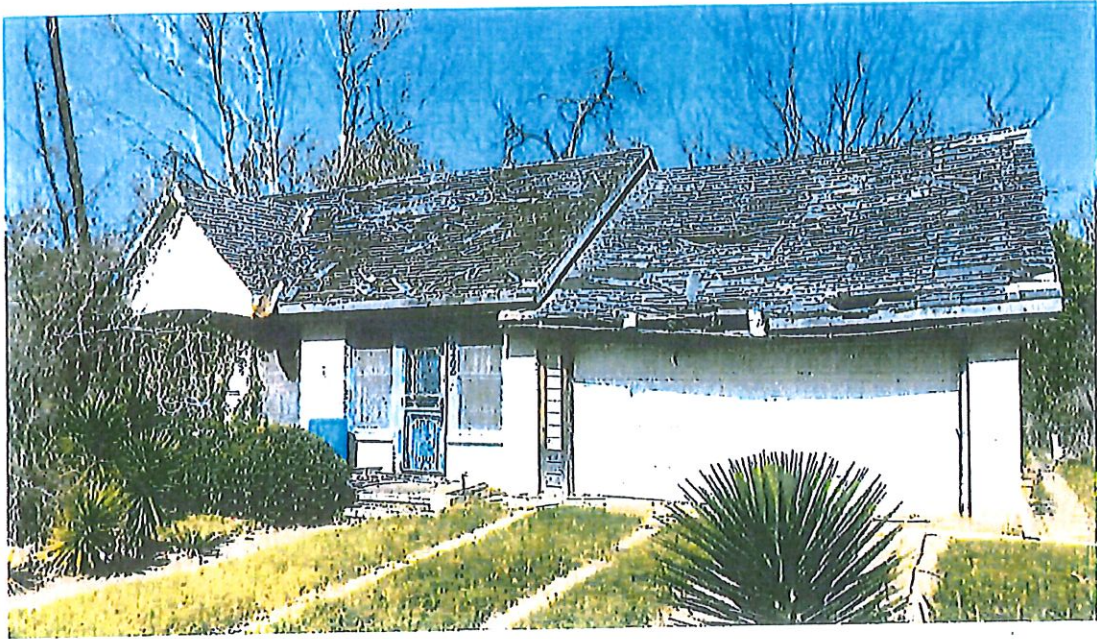
Condition of Building Indicates: Conserve Rehabilitate Demolish

*No Access to building ---
Report based on observation
FROM EXTERIOR AND PREVIOUS ACCESS.*

Blouly

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, May 1, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(10) Budget/Financial Report for March 2023

Discussion:

Michael Fluhr, City Clerk, will present the Budget/Financial Report for the month of March 2023.

Suggested Wording of Motion:

No motion is required.

Minden City Council

Regular Session

Monday, May 1, 2023

Minden City Hall – Council Chambers



Agenda Item

(II) Police Report

City Fines	\$12,544.32
District Attorney's Office	\$0.00
Crime Lab	\$440.00
City Court.....	\$565.50
Marshal's Office	\$510.00
Indigent Defender.....	\$730.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$34.00
Community Service.....	\$0.00
WARE Center	\$127.50
LA Commission on Law Enforcement	\$20.00
Off-Duty Witness Fee	\$209.50
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$51.00
LA Traumatic Head & Spinal Cord Injury Trust Fund.....	\$50.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$170.00
Judicial Education.....	\$5.00
TOTAL	\$15,456.82

Suggested Wording of Motion:

“I move to accept the Police Report for the month of March 2023, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

CHIEF'S REPORT **MARCH 2023**

NAME	CITY	CRIME/LAB	DA OFFICE	CITY COURT	MARSH	IND DEF	VICTIM FND	CLERK FND	COMM SERVICE	WARE CTR	LCLC	OFF-DUTY WIT FEE	DARE	ANALYS. ST	ANALYS. AGY	CMIS	LTHSCITF	DISABIL. AFF	JUD. BLDG FUND	JUD. ED	TOTAL
TAYLOR, JIMMIE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
RIVERA, OMERA	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
FULLER, JEFFREY	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
MIMS, RALPH	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
SNYDER, RICHARD	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
MORGAN, SAMUEL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
SMITH, CHAD	50.00	30.00	31.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
CHELETTE, SHELLEY	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
MARTINEZ, TONI	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
OLIVER, JEFFREY	100.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.50
KIRKENDOLPH, DOROTHY	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
RASCO, CHEROKEE	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
ISLAND, LISH	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
DAVIS, TRISTAN	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
BYNOG, STEVEN	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
BROWN, ANDREA	250.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.50
BRADLEY, KRISTAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
DUBOIS, RONALD	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
WALKER, KADAVEION	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
YOUNG, LEVERT	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
WILSON, CADEN	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
WATSON, JAVINCEYJUN	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
LARD, DJIMON	104.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
KIMBLE, JAYLOYD	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
JONES, ARTEMUS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
CARTER, ANISHA	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
CAREY, PRENTIS	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
GAREY, DERRICK	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
ADAMS, LARRY	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
JACKSON, KEVIN	250.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.50
MOORE, CAROLINE	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
HILL, JIMITRA	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
MILLER, CALEB	50.00	20.00	36.50	36.50	30.00	40.00	0.00	2.00	0.00	7.50	2.00	13.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	249.50
WILLIAMS, ALA	72.00	30.00	31.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	200.00
SIMPSON, CHARITY	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
BUTLER, EMILY	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00
HOLMES, SHERRY	167.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.50
SHYNE, CYNTHIA	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
HENDERSON, WHITNEY	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
WILLIAMS, MICHAEL	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
HAWKINS, STANDLEY	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
RABB, MARKEISHA	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
FARLEY, CHELSEA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
GEORGE, JOHN	50.00	20.00	36.50	36.50	30.00	40.00	0.00	2.00	0.00	7.50	2.00	13.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	212.50
ALLEN, FREDRICK	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
ROBINSON, MICHAEL	42.50	30.00	31.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	225.50
ROBINSON, TAYLOR	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
ARMSTRONG, JOAQUIN	48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00
SHEHEE, SHARMAN	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
SHEHEE, MELINDA	50.00	20.00	36.50	36.50	30.00	40.00	0.00	2.00	0.00	7.50	2.00	13.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	212.50
WOODS, MELINDA	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
JOHNSON, WJ	31.00	30.00	31.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50

