

Minden City Council
REGULAR SESSION



Monday, July 10, 2023 – 6:00 p.m.
City Hall – Council Chambers

AGENDA ITEMS

Prayer: Carlton “Buddy” Myles
Pledge: Levon “Charlie” Thomas

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) Adopt Minutes of Minden City Council Regular Session held on June 5, 2023**
- (2) Condemned Properties**
- (3) Personnel – Minden Fire Department New Hire**
- (4) Adopt Resolution – Amend the City of Minden 2022/2023 Budget**
- (5) Adopt Resolution – Authorizing Mayor Cox to Execute an Agreement with the Louisiana Department of Transportation and Development for Project #H.012030, US 371: KCS RR OVERPASSES HBI**
- (6) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing a *Heavy Rescue Truck for the Fire Department***
- (7) Adopt Policy – City of Minden’s Backup & Recovery Procedures**
- (8) Adopt Policy – Information Technology Disaster Recovery Plan**
- (9) Adopt Policy – Debt Management**
- (10) Adopt Policy – Sexual Harassment**
- (11) Award Bid No. 05-2023, Fire Department Custom Heavy Rescue Truck**
- (12) Authority for Mayor Cox to Enter into a Short-Form-of-Agreement, Professional Services Agreement, and Task Order between the City of Minden and Manchac Consulting Group, Inc.**
- (13) Budget Financial Report for May 2023**
- (14) Police Report for May 2023**

Announcements - Council Comments – Adjournment

Minden City Council

Regular Session

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session held on June 5, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on June 5, 2023, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(2) Condemned Properties

Discussion:

See attached.

Suggested 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. C. L. Baker – 420 Martin Luther King Drive – District B

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

MOTION: _____ SECOND: _____

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

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

2. Charlotte Scott – 404 South Street – District B

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

MOTION: _____ SECOND: _____

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

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

3. Charles E. Cato – 408 Morrow Street – District C

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

MOTION: _____ SECOND: _____

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

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

4. Ruth M. Walker – 410 Morrow Street – District C

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

MOTION: _____ SECOND: _____

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

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

5. Lloyd Waymon Huckaby – 232 North Middle Landing Street – District C

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): _____

6. Willie Combs, Jr. – 217 Main 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): _____

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Agenda Fact Sheet

Agenda Item:

(3) Personnel – Minden Fire Department New Hire

Discussion:

Joshua Butts – Full-Time Firefighter – Minden Fire Department

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Fire Chief Brian Williams, I move to confirm Joshua Butts as a full-time firefighter in the Minden Fire Department, subject to passing all applicable tests.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(4) Adopt Resolution – Amend the City of Minden 2022/2023 Budget

Discussion:

See attached.

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

- (5) Adopt Resolution – Authorizing Mayor Cox to Execute an Agreement with the Louisiana Department of Transportation and Development for Project #H.012030, US 371: KCS RR OVERPASSES HBI

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Mayor Cox to Execute an Agreement with the Louisiana Department of Transportation and Development for Project #H.012030, US 371: KCS RR OVERPASSES HBI, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

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Agenda Fact Sheet

Agenda Item:

- (b) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing a *Heavy Rescue Truck for the Fire Department*

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing a *Heavy Rescue Truck for the Fire Department*, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(7) Adopt Policy – City of Minden’s Backup & Recovery Procedures

Discussion:

The implementation of this policy was requested by the City of Minden’s auditor, the firm of Allen, Green & Williamson, LLP.

See attached.

Suggested Wording of Motion:

“I move to adopt the City of Minden’s Backup & Recovery Procedures, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(8) Adopt Policy – Information Technology Disaster Recovery Plan

Discussion:

The implementation of this policy was requested by the City of Minden’s auditor, the firm of Allen, Green & Williamson, LLP.

See attached.

Suggested Wording of Motion:

“I move to adopt the Information Technology Disaster Recovery Plan, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(9) Adopt Policy – Debt Management

Discussion:

The implementation of this policy was requested by the City of Minden’s auditor, the firm of Allen, Green & Williamson, LLP.

See attached.

Suggested Wording of Motion:

“I move to adopt the Debt Management Policy, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(10) Adopt Policy – Sexual Harassment

Discussion:

The implementation of this policy was requested by the City of Minden’s auditor, the firm of Allen, Green & Williamson, LLP.

See attached.

Suggested Wording of Motion:

“I move to adopt the Policy on Sexual Harassment, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(11) Award Bid No. 05-2023, Fire Department Custom Heavy Rescue Truck

Discussion:

See attached.

Suggested Wording of Motion:

“I move to award Bid No. 05-2023, Fire Department Custom Heavy Rescue Truck, to the lowest qualified bidder meeting all requirements.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

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Agenda Fact Sheet

Agenda Item:

- (12) Authority for Mayor Cox to Enter into a Short-Form-of-Agreement, Professional Services Agreement, and Task Order between the City of Minden and Manchac Consulting Group, Inc.

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to enter into a Short-Form-of-Agreement, Professional Services Agreement, and Task Order between the City of Minden and Manchac Consulting Group, Inc., as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(13) Budget/Financial Report for May 2023

Discussion:

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

Suggested Wording of Motion:

No motion is required.

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Agenda Item

(14) Police Report

City Fines	\$8,804.00
District Attorney's Office	\$0.00
Crime Lab	\$220.00
City Court.....	\$259.00
Marshal's Office	\$240.00
Indigent Defender.....	\$350.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$16.00
Community Service.....	\$0.00
WARE Center	\$60.00
LA Commission on Law Enforcement	\$12.00
Off-Duty Witness Fee	\$96.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$24.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$30.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$80.00
Judicial Education.....	\$3.00
TOTAL	\$10,194.00

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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