

**Minden City Council
REGULAR SESSION**



**Monday, October 2, 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 September 5, 2023**
- (2) Adopt Minutes of Minden City Council Special Session held on September 13, 2023**
- (3) Minden Police Department Rank and Position Plan**
- (4) Appointment – Interim Deputy Chief of Police**
- (5) Authority to Advertise for Bids for Public Works Control Center**
- (6) Adopt Resolution – Authorizing Credit Card Signatory Power**
- (7) Condemned Properties**
- (8) Four-Way Stop – Intersection of Fulton Street and Columbia Street**
- (9) Adopt Ordinance No. 1139 – Annual Bridge Maintenance Report**
- (10) Adopt Resolution – Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program**
- (11) Adopt Resolution – Requesting that the Louisiana Department of Transportation and Development (LA DOTD) Division of Aviation Provide Funds Required to Complete the Airport Improvements at the Minden Airport Specifically as Described in the Capital Improvement Program Application for State Financial Assistance dated September 2023**
- (12) Adopt Resolution – Authorizing Mayor Cox to Execute an Agreement with the Louisiana Department of Transportation and Development (LA DOTD) for Improvements at the Minden Airport**
- (13) Budget/Financial Report for August 2023**
- (14) Fire Report for September 2023**
- (15) Police Report for August 2023**

Announcements – Council Comments – Adjournment

National Night Out – Tuesday, October 17, 2023

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

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

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on September 5, 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 SEPTEMBER 5, 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. Absence(s): None.

The meeting began with a Public Hearing on the proposed 2023-2024 City of Minden Budget. An invitation was extended for comments and/or questions on the proposed budget. No comments were offered. Mayor Cox declared the Public Hearing closed and the Minden City Council Regular Session convened.

Mayor Cox welcomed everyone to the meeting. Prayer was offered by Michael Roy and Andy Pendergrass led the Pledge of Allegiance. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Carlton Myles moved to amend the printed agenda to add Item (14) Adopt a Resolution Authorizing the Execution of the Legal Services' Agreement Related to AFFF/PFAS Litigation Services and Authorize Mayor Cox to Enter into a Contract for Legal Services. 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 amend the printed agenda to add Item (15) Adopt a Resolution Authorizing the Execution of a Contingency Fee Agreement with the Law Firm of Beasley Allen (et al.) to Join Other Government Entities in Filing Lawsuit Against Social Media Companies to Protect the Youth of the Community and to Otherwise Provide Respect Thereto and Authorize Mayor Cox to Enter into an Agreement for Legal Services for Social Media Litigation. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Latasha Mitchell and duly seconded by Michael Roy, the council unanimously adopted the minutes of the Minden City Council Regular Session held on August 7, 2023, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Carlton Myles, the council unanimously adopted a Resolution Adopting the City of Minden 2023-2024 Budget, as presented. Abstention(s): None. Absence(s): None.

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

Andy Pendergrass moved to Opt Out of the Governor's Office of Homeland Security and Emergency Preparedness' Temporary Housing and Shelter Assistance Program, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Carlton Myles, the council unanimously approved the appointments of Jordan Cupples, Diane Silvis, and Sarah Overall to the Minden Main Street Program/Downtown Development Commission to fill the expiring or vacant terms, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously approved the promotions of Minden Police Officers Logan Clingan, Lita Hopkins, and Benjamin Sparks to the rank of Police Officer First Class and Minden Police Officers Anthony Miller and Jason Lee to the rank of Police Sergeant, as presented. Abstention(s): None. Absence(s): None.

Carlton Myles moved to approve the final plat for the lot split of property belonging to Perryman Realty, LLC that faces Highway 531 and Carey Lane, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved to authorize Mayor Cox to enter into a Cooperative Endeavor Agreement between the City of Minden and the Webster Parish Council on Aging, Inc., as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Levon Thomas, the council unanimously authorized Mayor Cox to enter into a Cooperative Endeavor Agreement between the City of Minden and the Webster Parish School Board to provide Webster Parish schools with two school resource officers, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Andy Pendergrass and duly seconded by Latasha Mitchell, the council unanimously authorized Mayor Cox to enter into a Cooperative Endeavor Agreement between the City of Minden and the Webster Parish School Board to provide Webster Parish schools with police officers during extracurricular events, as presented. Abstention(s): None. Absence(s): None.

Assistant City Clerk Melaney Langford presented the Budget/Financial Report for the month of July 2023. No motion was required.

Fire Chief Brian Williams presented the Fire Report for the month of August 2023. No motion was required.

The Police Report for the month of July 2023 was unanimously accepted, as presented, by motion of Carlton Myles and second by Latasha Mitchell. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt a Resolution Authorizing the Execution of the Legal Services' Agreement Related to AFFF/PFAS Litigation Services and authorize Mayor Cox to enter into a Contract for Legal Services, as presented. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Michael Roy moved to adopt a Resolution Authorizing the Execution of a Contingency Fee Agreement with the Law Firm of Beasley Allen (et al.) to Join Other Government Entities in Filing Lawsuit Against Social Media Companies to Protect the Youth of the Community and to Otherwise Provide Respect Thereto and authorize Mayor Cox to enter into an Agreement for Legal Services for Social Media Litigation, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Announcements and council comments were heard. The meeting was then adjourned.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

(18) 09-05-2023

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Adopt Minutes of Minden City Council Special Session held on September 13, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Special Session held on September 13, 2023, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN SPECIAL SESSION HELD ON SEPTEMBER 13, 2023**

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 8:00 a.m. with the following members present: Mayor Nick Cox, Carlton Myles, Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Absence(s): None. Mayor Cox welcomed everyone to the meeting. Prayer was offered by Andy Pendergrass and Carlton Myles led the Pledge of Allegiance. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Carlton Myles moved to adopt a Resolution to Amend the City of Minden 2023-2024 Budget, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to award Bid No. 06-2023, 2022-2023 LCDBG Sewer Rehabilitation Project #2000720366, to the lowest qualified bidder meeting all requirements. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

There being no further business, the meeting was adjourned.

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(3) Minden Police Department Rank and Position Plan

Discussion:

See attached.

Suggested Wording of Motion:

“I move to approve the Minden Police Department Rank and Position Plan, as presented.”

MOTION: _____ SECOND: _____

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

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



MINDEN POLICE DEPARTMENT

520 BROADWAY BLVD, MINDEN, LA 71055

(318) 377-1212

27 September 2023

MEMORANDUM FOR MINDEN POLICE DEPARTMENT AND CITY OF MINDEN CITY COUNCIL

SUBJECT: Minden Police Department Rank and Position Plan 2023

1. In accordance of RS 33:2436, RS 33:2543 and RS 33:2544 the City of Minden Fire and Police Civil Service Board shall adopt a Classification Plan. The various classes of positions shall be arranged in each classification plan so as to show the principal and natural lines of promotion and demotion. Vacant positions shall be filled by the Appointing Authority in a timely manner in accordance with RS 33:2554 (G).
2. In accordance with Minden City Ordinance Section 62-1 and RS 33:423 the City of Minden Chief of Police shall have administrative control over the execution of the duties and responsibilities of classified and unclassified positions.
3. Positions may be filled, regardless of rank, based on officer availability at the Chief of Police's discretion.
4. MPD is requesting the proposed Rank Structure and Position change in order to create a clear, principle and natural lines of the Chain of Command.
5. REQUEST: The Appointing Authority will need to authorize the MPD Rank and Position Plan 2023. Approval of the plan will remove one Captain (CPT) and one Lieutenant (LT) position and reallocate those positions to two Deputy Chief and Sergeant (SGT) positions. The reallocating of those ranks will create the clear and natural rank structure as seen in Table 3.
6. PURPOSE:
 - a. DEPUTY CHIEFS: The Deputy Chiefs will be given supervisory authority over two Divisions each. One will Command CID and Patrol. The other will Command the Juvenile and Administrative Division.
 - b. PATROL DIVISION: One Captain will serve as the Patrol Captain. The Patrol Shift LT's will shift focus to administrative duties, planning and supervising SGT's within Patrol Shift. The proposed 10 Patrol SGT positions will allow SGT's to have career progression, obtain leadership skills in preparation for the next rank, and fill the direct daily supervisory/training role of Officer First Classes and Officers within the Patrol Chain of Command.
 - c. CRIMINAL INVESTIGATIONS DIVISION: The allocating of two LT's and SGT's within CID will allow those positions of responsibility to be filled with Officers who have demonstrated leadership capability, exceptional job knowledge/performance and the potential for higher levels of responsibility in the Division. The Officers filling those positions will also have the opportunity for career progression within their respective Division.

SUBJECT: Minden Police Department Rank and Position Plan 2023

d. ADMINISTRATIVE DIVISION: One Captain will serve as the Records and Property Management Administration. One LT will serve in the Administrative Division as a grant writer, technical advisor and equipment specialist.

e. JUVENILE DIVISION: Two OFC’s will serve at Minden High School as School Resource Officers (SRO). One SGT will serve as the Juvenile and Sex Crimes Officer.

Table 1

RANK STRUCTURE TABLE			
Current Rank Positions		Proposed Rank Positions	
		Deputy Chief	2
Captain	3	Captain	2
Lieutenant	9	Lieutenant	9
Sergeant	10	Sergeant	10
Officer First Class	10	Officer First Class	9
Total Officers	32	Total Officers	32

Table 2

Proposed Rank Positions						32 Officers		
Deputy Chief: 1	Administrative Division				Total			
	CPT: 1	LT: 1	SGT: 0	OFC: 0	3			
	Juvenile Division							
Deputy Chief: 1	CPT: 0	LT: 0	SGT: 1	OFC: 2	3			
	Criminal Investigations Division							
	CPT: 0	LT: 2	SGT: 2	OFC: 0	5			
	Patrol Division							
CPT: 1	LT: 6	SGT: 7	OFC: 7	21				

7. See the below flow chart detailing the proposed Chain of Command:

Table 3

Chief															
Deputy Chief						Deputy Chief									
Investigations Division				Patrol Division						Juvenile Division		Admin Division			
Narcotics		Investigations		Captain								SRO	Juvenile Officer	Records	Admin Officer
LT	LT									OFC	SGT	CPT	LT		
SGT	SGT	A-Shift		B-Shift		C-Shift		D-Shift		OFC					
		LT	LT	LT	LT	LT	LT	LT	LT						
		SGT	SGT	SGT	SGT	SGT	SGT	SGT	SGT						
		OFC	OFC	OFC	OFC	OFC	OFC	OFC	OFC						
		K9-LT				K9-LT									

SUBJECT: Minden Police Department Rank and Position Plan 2023

8. The authorization of the proposed MPD Rank and Position Plan 2023 by the Appointing Authority will not demote or promote any officers from their current rank.

9. The POC for this memorandum is the undersigned at (318) 371-4226 or MPDChief@mindenusa.com

Jared McIver
Chief of Police
Minden Police Department

October 2, 2023

I, Chief Jared McIver, being the duly sworn Chief of Police, for the City of Minden, Louisiana, request the Honorable Minden City Council Members to propose the following resolution.

The Minden Police Department is a professional law enforcement organization that has experienced growth in recent years. With an increase in violent crime that has plagued the United States in recent years, the need for operational leadership has become paramount for every law enforcement agency. Minden Police Department is continually restructuring its chain of command to accommodate and facilitate the Minden police department . The time has come to add a second direct assistant to the Police Department. I am humbly asking you to fund the position of another full-time Deputy Chief of Police. This will be a competitive classification, within the Civil Service Structure of the Minden Police Department (see the attached job description). The position is appointed from an eligibility list created by the Minden Municipal Fire and Police Civil Service Board, requiring a mandatory minimum score of 75% on a formal Civil Service examination.

We are asking for a total benefits package as listed below:

- 1.) The Base Salary for the position shall be \$65,345.00 annually for a (3) three year term period.
- 2.) Longevity increases,
- 3.) first and second year promotional increases,
- 4.) Employee Benefits Plan (Health Insurance) and
- 5.) Continue with the Retirement (MPERS) Municipal Police Employee Retirement System.

Should you have any questions, please do not hesitate to contact my office.

Respectfully submitted,

Chief Jared McIver
Chief of Police

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the departmental budget, records and reports. The employee of this class performs assigned duties with a high degree of independence, reporting directly to the Police Chief and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the overall operation of all divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement and crash investigations, criminal investigations, special operations, community policing, communications, human resources, and the corrections function. Conducts inspections of various services of the department, evaluating the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Provides information and updates to Police Chief and other department officials on local conditions which may affect the work of the department. Reviews new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Evaluates man power requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications, interviews prospective employees, and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget including reviewing divisional budgets submitted. Prepares revenue expenditure estimates. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Recommends the purchase of needed equipment. Manages the general care, maintenance, and use of all department equipment, vehicles, and property.

Delegates' authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Supervises subordinate department employees by assigning work schedules and approving leave. Holds meetings for the purpose of receiving reports and disseminating information. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, makes recommendations for disciplinary action, and carries out disciplinary action as directed by the appointing authority.

Assists the Police Chief in developing a training program for the department, seeing that such program is properly staffed and supplied with training resources. Evaluates training needs and provides for employee training at all levels within the department by scheduling department training. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program.

Assists the Police Chief in determining information that should be included and maintained in the records of assigned services and determines how this information should be kept. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining records. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Serves as departmental representative to give reports, offer advice, or make recommendations regarding departmental operations. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified. All requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall be a regular and permanent employee of the Minden Police Department in a class not lower than that of police Sergeant, having served not less than eight (8) years of full-time law enforcement experience.

Deputy Chief of Police Original Adoption: 02-15-12 Revision Dates:

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) Appointment – Interim Deputy Chief of Police

Discussion:

Chris Cheatham – Interim Deputy Chief of Police – Department 10 – Police Department

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to appoint Chris Cheatham as Interim Deputy Chief of Police, as presented.”

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: September 27, 2023

Re: Deputy Chief

On September 21, 2023 the Civil Service Board convened and unanimously voted to create a second Deputy Chief's position. I Chief Jared McIver, wish to appoint Lt. Chris Cheatham to the interim Deputy Chief's position. I am asking the mayor and city council to consider this appointment and the new creation of this position.

Thanking you in advance

Chief Jared McIver

Minden City Council
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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(5) Authority to Advertise for Bids for Public Works Control Center

Discussion:

This is a FY 2023-2024 budgeted project.

Suggested Wording of Motion:

“I move to authorize the City Clerk to advertise for bids for the Public Works Control Center, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(6) Adopt Resolution – Authorizing Credit Card Signatory Power

Discussion:

This Resolution adds Taylor Wren as Main Street Director.

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 Taylor Wren, Director of Main Street, be authorized to sign credit card vouchers and obligate City of Minden funds in payment of any such legitimate charges. Taylor Wren 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; Zita Williams, Director of Parks and Recreation; Tyler Wallace, Director of Public Works; and Brian Williams, Chief of the Fire Department.

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
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Agenda Fact Sheet

Agenda Item:

(7) 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. Horace Kinsey Estate – 800 Talton Street – District A

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. Grover Cleveland – 301 Joel Street – District A

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. T.O.P.S. Properties, LLC – 100 Ewell Street – District A

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. Anthony Rice – 442 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): _____

5. Marvin White – 705 Carolina Street – District B

The Building Official recommends Motion (A): “I move to authorize Mayor Cox to appoint a curator in this matter.”

MOTION: _____ SECOND: _____

A YE(S): _____ NAY(S): _____

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



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

September 28, 2023

800 Talton St. – Horace Kinsey Estate

District A

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

September 12, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5808

Horace Kinsey Estate
c/o Lafayette Kinsey
109 Magnolia St.
Minden, LA 71055

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 67 FT. ON TALTON ST. X 90 FT. IN SW/4 OF NE/4 SEC. 27-19-9

The above property has the municipal address of **800 Talton Street.**

**Property Owner: Horace Kinsey Estate
c/o Lafayette Kinsey
109 Magnolia St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **9th day of October, 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,

Nicholas A. Cox
Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 9/12/2023

Address 800 Talton Street Zone R3

Owner Horace Kinsey Estate Agent _____

Owner's Address 109 Magnolia St. Minden, LA 71055 Phone # N/A

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

Condition of Building Indicates:

Conserve Rehabilitate Demolish

*Foundation is compromised
Roof is falling in.*

Blooly

Building Official



800 Talton St. 9/12/2023

Webster Parish Assessor 2023 Assessment Listing

Parcel#

112534

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=112534)

Primary Owner

KINSEY, HORACE ESTATE

Mailing Address

C/O LAFAYETTE KINSEY
109 MAGNOLIA ST
MINDEN LA 71055

Ward

1-MN

Type

REAL ESTATE

Legal

LOT FRONTING 67 FT. ON TALTON ST. X 90 FT. IN SW/4 OF NE/4 SEC. 27-19-9

Physical Address

800 TALTON ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	150	1,500	1.00	0
CITY RESIDENCE	1,450	14,500	1.00	0
TOTAL	1,600	16,000	2.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	KINSEY, HORACE ESTATE	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
			27	19	09	07011

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	3.41	0.00
04 CONSOL PARISH	51.4400	82.31	0.00
16 ROAD DIST A	2.6200	4.19	0.00
14 S W IND DIST	0.0000	0.00	0.00

Remove X

Tracking Number:

70210950000087825808

Copy

Schedule a Redelivery (<https://tools.usps.com/redelivery.htm>)

Latest Update

This is a reminder to arrange for redelivery of your item before September 30, 2023 or your item will be returned on October 1, 2023. You may arrange redelivery by using the Schedule a Redelivery feature on this page or may pick up the item at the Post Office indicated on the notice.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Feedback

Delivery Attempt: Action Needed

Reminder to Schedule Redelivery of your item before September 30, 2023

September 21, 2023

Notice Left (No Authorized Recipient Available)

MINDEN, LA 71055

September 16, 2023, 11:43 am

[See All Tracking History](#)

[What Do USPS Tracking Statuses Mean? \(https://faq.usps.com/s/article/Where-is-my-package\)](https://faq.usps.com/s/article/Where-is-my-package)

Text & Email Updates



Schedule Redelivery



USPS Tracking Plus®



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

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

OFFICIAL USE

Certified Mail Fee \$ _____

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage \$ _____

Total Postage and Fees \$ _____

Postmark
Here

Sent To Horace Kinsey Est.

Street and Apt. No., or PO Box No. 109 Magnolia St.

City, State, ZIP+4® Hidden, CA 91025

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

7021 0950 0000 2722 5808



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

September 28, 2023

301 Joel St. – Grover Cleveland

District A

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

September 12, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5778

Grover Cleveland
P.O. Box 615
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 44-1/2 X 104 FT. OUT OF LOT #2, RICHMOND & ANN PETERS ESTATE PART. IN SE/4 OF NW/4 SEC. 27-19-9

The above property has the municipal address of **301 Joel St.**

**Property Owner: Grover Cleveland
P.O. Box 615
Minden, LA 71058**

You are further notified to show just cause at the City Council meeting on the **9th day of October, 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

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 9/12/2023

Address 301 Joel Street Zone R3

Owner Grover Cleveland Agent _____

Owner's Address P.O. Box 615 Minden, LA 71058 Phone # N/A

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

Condition of Building Indicates: Conserve Rehabilitate Demolish

A lot of Junk + Debris, Overgrown bushes, WEED + GRASS on property.

Bloody

Building Official



301 Joel St. 9/12/2023



Webster Parish Assessor 2023 Assessment Listing

Parcel#

110528

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=110528)

Primary Owner

CLEVELAND, GROVER

Mailing Address

P O BOX 615
MINDEN LA 71058

Ward

1-MN

Type

REAL ESTATE

Legal

LOT 44-1/2 X 104 FT. OUT OF LOT #2, RICHMOND & ANN PETERS ESTATE PART. IN SE/4 OF NW/4 SEC. 27-19-9

Physical Address

301 JOEL ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	200	2,000	1.00	0
CITY BLDG.	780	5,200	1.00	0
TOTAL	980	7,200	2.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	CLEVELAND, GROVER	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
PETERS, RICHMOND & ANN EST SUBDV	000	002C				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	2.09	0.00
04 CONSOL PARISH	51.4400	50.41	0.00
16 ROAD DIST A	2.6200	2.56	0.00
14 S W IND DIST	0.0000	0.00	0.00
40 SCHOOL DIST #6	47.6000	46.65	0.00

SENDER: COMPLETE THIS SECTION

- 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.

1. Article Addressed to:

Grover Cleveland
 P.O. Box 615
 Minden, LA 71058



9590 9402 7319 2028 8392 20

2. Article Number (Transfer from service label)

7021 0950 0000 8782 5778

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee

B. Received by (Printed Name) Date of Delivery
 9/21/23

D. Is delivery address different from item 1? Yes No
 If YES, enter delivery address below:

Grover G. Cleveland

3. Service Type
- Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Insured Mail
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

Domestic Return Receipt

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

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

OFFICIAL USE

Certified Mail Fee	\$	
Extra Services & Fees (check box, add fee as appropriate)		
<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	\$	
Postage	\$	
Total Postage and Fees	\$	

Postmark Here

Sent To *Grover Cleveland*
 Street and Apt. No. or P.O. Box No. *PO Box 615*
 City, State, ZIP+4® *Minden, LA 71058*

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

7021 0950 0000 8782 5778



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

September 28, 2023

100 Ewell St. – T.O.P.S. Properties, LLC.

District A

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

September 12, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5815

T.O.P.S. Properties, LLC.
1206 N. Acres Cir.
Springhill, LA 71075

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 33.5 X 75.5 X 106.65 X 104.8 X 92.6 FT. IN SW/4 OF NW/4 SEC. 26-19-9

The above property has the municipal address of **100 Ewell Street.**

Property Owner: T.O.P.S. Properties, LLC.
1206 N. Acres Cir.
Springhill, LA 71075

You are further notified to show just cause at the City Council meeting on the **9th day of October, 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



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

September 18, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5884

Johnny L. Moore Estate
c/o Danny McKinney
506 Woodard St.
Minden, LA 71055

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 33.5 X 75.5 X 106.65 X 104.8 X 92.6 FT. IN SW/4 OF NW/4 SEC. 26-19-9

The above property has the municipal address of **100 Ewell Street.**

**Property Owner: Johnny L. Moore Estate
c/o Danny McKinney
506 Woodard St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **9th day of October, 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

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 9/12/2023

Address 100 Ewell Street Zone R1

Owner T.O.P.S. Properties, LLC. Agent _____

Owner's Address 1206 N Acres Cir. Springhill, LA 71075 Phone # N/A

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

Condition of Building Indicates:

Conserve Rehabilitate Demolish

*Property is covered with
junk + Debris. Fallen trees
and overgrown weeds.
Back side of house is damaged
and deteriorating...*

B. Cooley

Building Official



100 Ewell St. 9/12/2023



Webster Parish Assessor 2023 Assessment Listing

Parcel#

113212

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=113212)

Primary Owner

T.O.P.S. PROPERTIES, LLC

Mailing Address

1206 N ACRES CIRCLE
SPRINGHILL LA 71075

Ward

1-MN

Type

REAL ESTATE

Legal

LOT 33.5 X 75.5 X 106.65 X 104.8 X 92.6 FT. IN SW/4 OF NW/4 SEC. 26-19-9

Physical Address

100 EWELL ST

Johnny L Moore
JWADE ESQUIRE e9 MAIL.COM
Emailed photo 9/18/23

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	50	500	1.00	0
CITY RESIDENCE	2,610	26,100	1.00	0
TOTAL	2,660	26,600	2.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
602324	TAX SALE, PARISH	5/16/2023	658		
589381	REDEMPTION	5/11/2021	1,745		
577890	TAX SALE, PARISH	5/16/2019	599		
565665	REDEMPTION	5/19/2017	1,867		
546834	ADJUDICATION	5/23/2014	629	1173	132

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To	Address
NO	T.O.P.S. PROPERTIES, LLC	YES	100.0000	100.0000	5/16/2023		
NO	MOORE, JOHNNY L, EST	YES	100.0000	100.0000	5/11/2021	5/16/2023	
NO	ESQUIRE 2019, LLC	YES	100.0000	100.0000	5/16/2019	5/11/2021	
NO	MOORE, JOHNNY L., EST	YES	100.0000	100.0000	5/19/2017	5/16/2019	
NO	CITY OF MINDEN	YES	100.0000	100.0000	5/23/2014	5/19/2017	
YES	MOORE, JOHNNY L.	YES	100.0000	100.0000	2/13/2006	5/23/2014	

Webster Parish - Tax Notice Inquiry

9/18/2023 9:42:18 AM

Tax Notice# 43140

Tax Year 2021

Taxpayer

MOORE, JOHNNY L, EST

C/O DANNY MCKINNEY

*** WOODARD ST

MINDEN LA *****

*506 Woodard St.
Minden, LA 71055*

Taxes	Interest	Cost	Other	Paid	Balance
318.27	0.00	0.00	0.00	318.27	0.00

Legal

LOT 33.5 X 75.5 X 106.65 X 104.8 X 92.6 FT. IN SW/4 OF
NW/4 SEC. 26-19-9

Parcels

Parcel#	Address	% Tax
113212	100 EWELL ST	100.0000

History

Date	Description	Amount
11/2/2021	ORIGINAL TAXES	318.27
1/3/2022	PAYMENT	-318.27

Items

Class	Value	Units	Homestead
CITY LOTS	50	1.00	0
CITY RESIDENCE	2,610	1.00	0

Webster Parish Assessor 2023 Assessment Listing

Parcel#

113499

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=113499)

Primary Owner

MCKINNEY, DANNY

Mailing Address

506 WOODARD STREET
MINDEN LA 71055

Ward

1-MN

Type

REAL ESTATE

Legal

LOT #3, BLK. "1", C. O. HOLLAND SUBDIV.

Physical Address

506 WOODARD ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	200	2,000	1.00	200
CITY RESIDENCE	1,440	14,400	1.00	1,440
TOTAL	1,640	16,400	2.00	1,640

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
YES	MCKINNEY, JENNIFER MILLER	NO	50.0000	0.0000	2/13/2006	
YES	MCKINNEY, DANNY	YES	50.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
HOLLAND, C. O. SUBDV	001	003				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	0.00	3.48
04 CONSOL PARISH	51.4400	0.00	84.36
16 ROAD DIST A	2.6200	0.00	4.30
14 S W IND DIST	0.0000	0.00	0.00

**State of
Louisiana
Secretary of
State**



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
T.O.P.S. PROPERTIES LLC	Limited Liability Company	SPRINGHILL	Active

Previous Names

Business: T.O.P.S. PROPERTIES LLC
Charter Number: 45235552K
Registration Date: 1/24/2023

Domicile Address

1206 N. ACRES CIRCLE
SPRINGHILL, LA 71075

Mailing Address

1206 N. ACRES CIRCLE
SPRINGHILL, LA 71075

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 1/24/2023
Last Report Filed: N/A
Type: Limited Liability Company

Registered Agent(s)

Agent:	JASON WADE
Address 1:	1206 N. ACRES CIRCLE
City, State, Zip:	SPRINGHILL, LA 71075
Appointment Date:	1/24/2023

Officer(s)

Additional Officers: No

Officer:	JASON WADE
Title:	Manager, Member
Address 1:	1206 N. ACRES CIRCLE
City, State, Zip:	SPRINGHILL, LA 71075

Officer:	MARGUERITE SLATTERY
Title:	Manager, Member
Address 1:	1206 N. ACRES CIRCLE
City, State, Zip:	SPRINGHILL, LA 71075

SENDER: COMPLETE THIS SECTION

- 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.

1. Article Addressed to:

Johnny L. Moore Estate
 c/o Danny McKinney
 Sole Woodard St.
 Minden, LA 71055



9590 9402 7319 2028 8391 14

2. Article Number (Transfer from service label)

7021 0950 0000 8782 5884

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent Addressee
 B. Received by (Printed Name) Date of Delivery
 C. *Danny McKinney* *9/19/23*
 D. Is delivery address different from item 1? Yes No
 If YES, enter delivery address below:

3. Service Type
 Adult Signature Restricted Delivery
 Certified Mail®
 Collect on Delivery Restricted Delivery
 Collect on Delivery Restricted Delivery
 Priority Mail Express®
 Registered Mail™
 Registered Mail Restricted Delivery
 Signature Confirmation™
 Signature Confirmation Restricted Delivery

Domestic Return Receipt

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

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

OFFICIAL USE

Certified Mail Fee \$
 Extra Services & Fees (check box, add fee as appropriate)
 Return Receipt (hardcopy) \$
 Return Receipt (electronic) \$
 Certified Mail Restricted Delivery \$
 Adult Signature Required \$
 Adult Signature Restricted Delivery \$
 Postage \$
 Total Postage and Fees \$

9/19/23
 Postmark Here

Sent To *Johnny L. Moore Est.*
 Street and Apt. No., or PO Box No. *208 Woodard St.*
 City, State, ZIP+4® *LA 71055*

7021 0950 0000 8782 5884

USPS Tracking®

[FAQs >](#)

Tracking Number:

[Remove X](#)

70210950000087825815

[Copy](#)

[Add to Informed Delivery \(https://informedelivery.usps.com/\)](https://informedelivery.usps.com/)

Latest Update

Your item was delivered to an individual at the address at 2:02 pm on September 16, 2023 in SPRINGHILL, LA 71075.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Delivered, Left with Individual

SPRINGHILL, LA 71075

September 16, 2023, 2:02 pm

[See All Tracking History](#)

Feedback

[What Do USPS Tracking Statuses Mean? \(https://faq.usps.com/s/article/Where-is-my-package\)](https://faq.usps.com/s/article/Where-is-my-package)

Text & Email Updates



USPS Tracking Plus®



Product Information



See Less ^

[Track Another Package](#)



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

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

OFFICIAL USE

7021 0950 0000 8782 5815
7207

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$ _____
- Return Receipt (electronic) \$ _____
- Certified Mail Restricted Delivery \$ _____
- Adult Signature Required \$ _____
- Adult Signature Restricted Delivery \$ _____

Postmark
Here

Postage

\$

Total Postage and Fees

\$

Sent To

Tops Properties, LLC.

Street and Apt. No., or PO Box No.

206 N. Acres Cir.

City, State, ZIP+4®

Springhill, LA 71075

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions



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

September 28, 2023

442 Martin Luther King Dr. – Anthony Rice

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

September 12, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5792

Anthony Rice
102 Joel St.
Minden, LA 71055

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 87 FT. ON MAIDEN LANE X 38 FT. ON ABNEY ST. X 80 X 55 X 14 X 82 X 56 X 62 FT. OUT OF LOTS #4 & 5, JACKSON ALLEN SUBDIV. IN SE/4 OF NW/4 SEC. 27-19-9 SUBDIV. IN SE/4 OF NW/4 SEC. 27-19-9 & LOT 36 X 62 FT. OUT OF LOT #4, JACKSON ALLEN SUBDIV. IN SE/4 OF NW/4 SEC. 27-19-9*

The above property has the municipal address of **442 Martin Luther King Drive.**

**Property Owner: Anthony Rice
102 Joel St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **9th day of October, 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

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 9/12/2023

Address 442 Martin Luther King Drive Zone R3

Owner Anthony Rice Agent _____

Owner's Address 102 Joel St. Minden, LA 71055 Phone # N/A

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

Condition of Building Indicates:

Conserve

Rehabilitate

Demolish

Building is in unsafe, unhealthy condition.

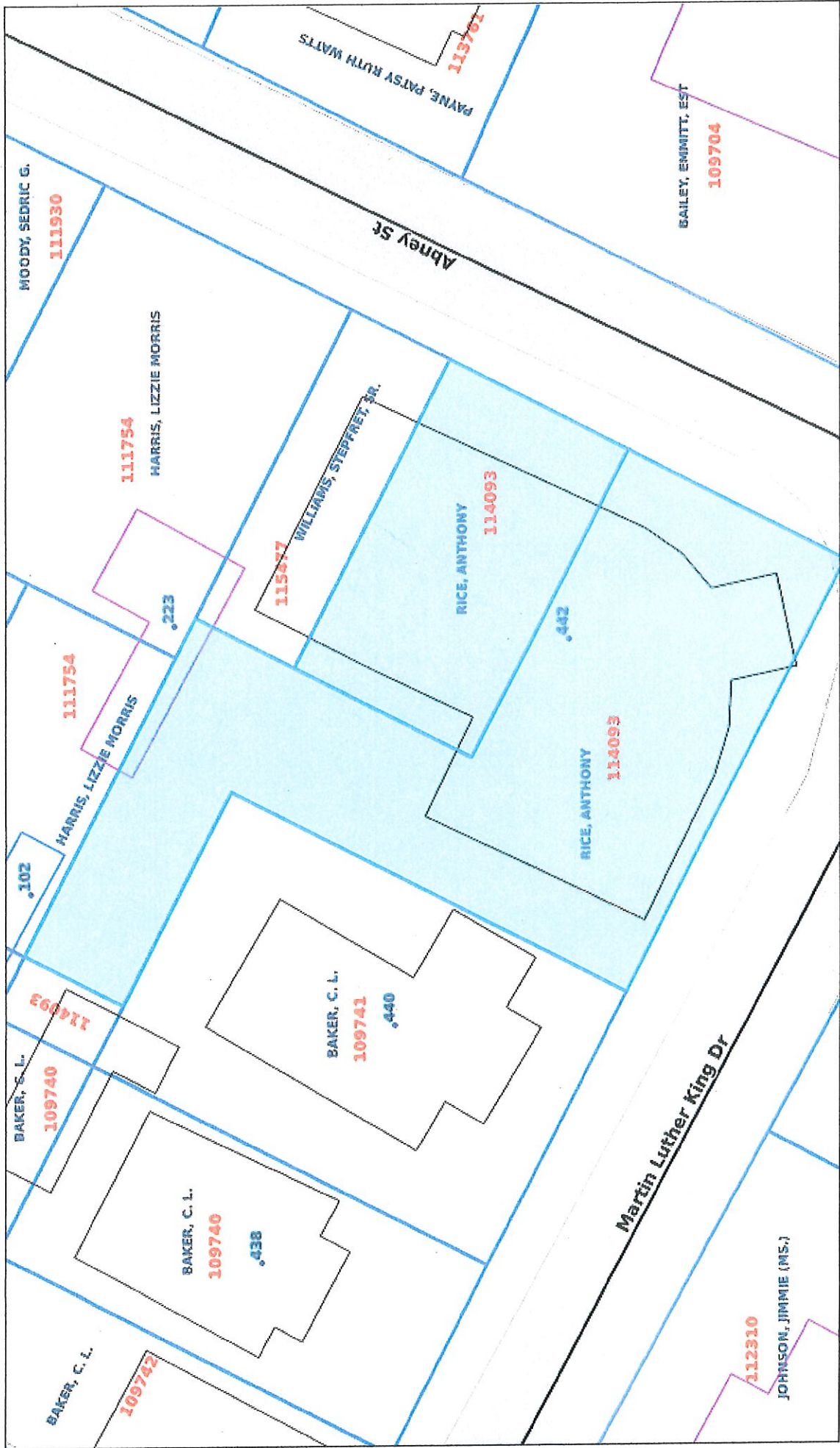
B. Coody

Building Official



442 Martin Luther King Dr. 9/12/2023

Geoportal Map



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442 MLK DR.

Webster Parish Assessor 2023 Assessment Listing

Parcel#

114093

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=114093)**Primary Owner**

RICE, ANTHONY

Mailing Address102 JOEL STREET
MINDEN LA 71055**Ward**

1-MN

Type

REAL ESTATE

Legal

LOT FRONTING 87 FT. ON MAIDEN LANE X 38 FT. ON ABNEY ST. X 80 X 55 X 14 X 82 X 56 X 62 FT. OUT OF LOTS #4 & 5,
JACKSON ALLEN SUBDIV. IN SE/4 OF NW/4 SEC. 27-19-9 SUBDIV. IN SE/4 OF NW/4 SEC. 27-19-9 & LOT 36 X 62 FT.
OUT
OF LOT #4, JACKSON ALLEN SUBDIV. IN SE/4 OF NW/4 SEC. 27-19-9

Physical Address

442 MARTIN LUTHER KING DR

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	100	1,000	1.00	0
CITY LOTS	50	500	1.00	0
CITY BLDG.	270	1,800	1.00	0
TOTAL	420	3,300	3.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	RICE, ANTHONY	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
ALLEN, JACKSON SUBDIV.	000	005B				
ALLEN, JACKSON SUBDIV.	000	004C				
ALLEN, JACKSON SUBDIV.	000	004				

PARISH

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MINDEN, LA 71055

September 16, 2023, 1:50 pm

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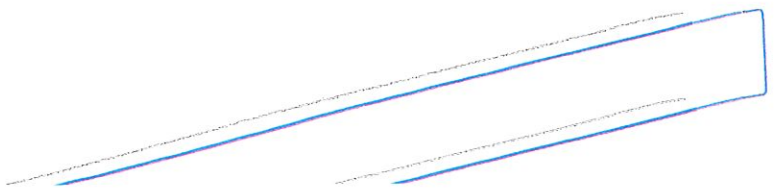


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<input type="checkbox"/> Adult Signature Required	\$
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Total Postage and Fees	\$

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



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

September 28, 2023

705 Carolina St. – Marvin White

District B

Building Official's Recommendation: Authorize the Mayor to appoint a curator to represent the property owner.



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

September 12, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5785

Marvin White
c/o Marvine Butler
1414 South Fry Rd.
Katy, TX 77450

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: *LOTS #1 & 2, BLK. D, FAIRFIELD SUBDIV.*

The above property has the municipal address of **705 Carolina St.**

Property Owner: **Marvin White**
c/o Marvine Butler
1414 South FRY Rd.
Katy, TX 77450

You are further notified to show just cause at the City Council meeting on the **9th day of October, 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

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 9/12/2023

Address 705 Carolina Street Zone R4

Owner Marvin White Agent _____

Owner's Address 1414 South Fry Rd. Katy, TX 77450 Phone # N/A

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

Condition of Building Indicates: Conserve Rehabilitate Demolish

*Roof is CAUING in - Multiple AREAS
No ACCESS to INTERIOR, ASSESSMENT
MADE FROM EXTERIOR ONLY...*

B. [Signature]

Building Official



705 Carolina St. 9/12/2023

Webster Parish Assessor 2023 Assessment Listing

Parcel#

115372

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=115372)

Primary Owner

WHITE, MARVIN

Mailing Address

C/O MARVINE BUTLER
1414 SOUTH FRY RD
KATY TX 77450

Ward

1-MN

Type

REAL ESTATE

Legal

LOTS #1 & 2, BLK. D, FAIRFIELD SUBDIV.

Physical Address

705 CAROLINA ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	500	5,000	2.00	0
CITY RESIDENCE	2,490	24,900	1.00	0
TOTAL	2,990	29,900	3.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	WHITE, MARVIN	YES	50.0000	100.0000	2/13/2006	
NO	WHITE, AVIE LEE WATTS	NO	50.0000	0.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
FAIRFIELD SUBDV	00D	001				
FAIRFIELD SUBDV	00D	002				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	6.36	0.00
04 CONSOL PARISH	51.4400	153.80	0.00

Millage	Mills	Taxpayer Tax	Homestead Tax
16 ROAD DIST A	2.6200	7.84	0.00
14 S W IND DIST	0.0000	0.00	0.00
40 SCHOOL DIST #6	47.6000	142.32	0.00
TOTALS	103.7900	310.32	0.00

CITY

Millage	Mills	Taxpayer Tax	Homestead Tax
MINDEN	5.4600	16.32	0.00
TOTALS	5.4600	16.32	0.00

Notes

(VOL. 726-20)
 11/89 - \$25,000.
 h & w
 HOUSE (ON LOT #1)
 303 CAROLINA STREET
 VOL. 818-704 QC MARVIN WHITE & WIFE, AVIE LEE WATTS WHITE TO MARVIN WHITE & AVIS LEE WHITE,
 TRUSTEES OF THE MARVIN & AVIE LEE WHITE REVOCABLE FAMILY TRUST THE ABOVE PROPERTY. THIS WAS
 NOT WITNESSED BY TWO WITNESSES AS REQUIRED BY LOUISIANA LAW TO TRANSFER OWNERSHIP.

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September 21, 2023

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PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(8) Four-Way Stop – Intersection of Fulton Street and Columbia Street

Discussion:

The intersection of Fulton Street and Columbia Street lies in District A of the City of Minden. Carlton Myles, Councilman for District A, has requested that this intersection be converted into a four-way stop. Currently, there are two stop signs on Fulton Street at the above-referenced intersection. Adopting this change would add two stop signs to Columbia Street at the intersection.

See attached.

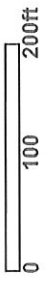
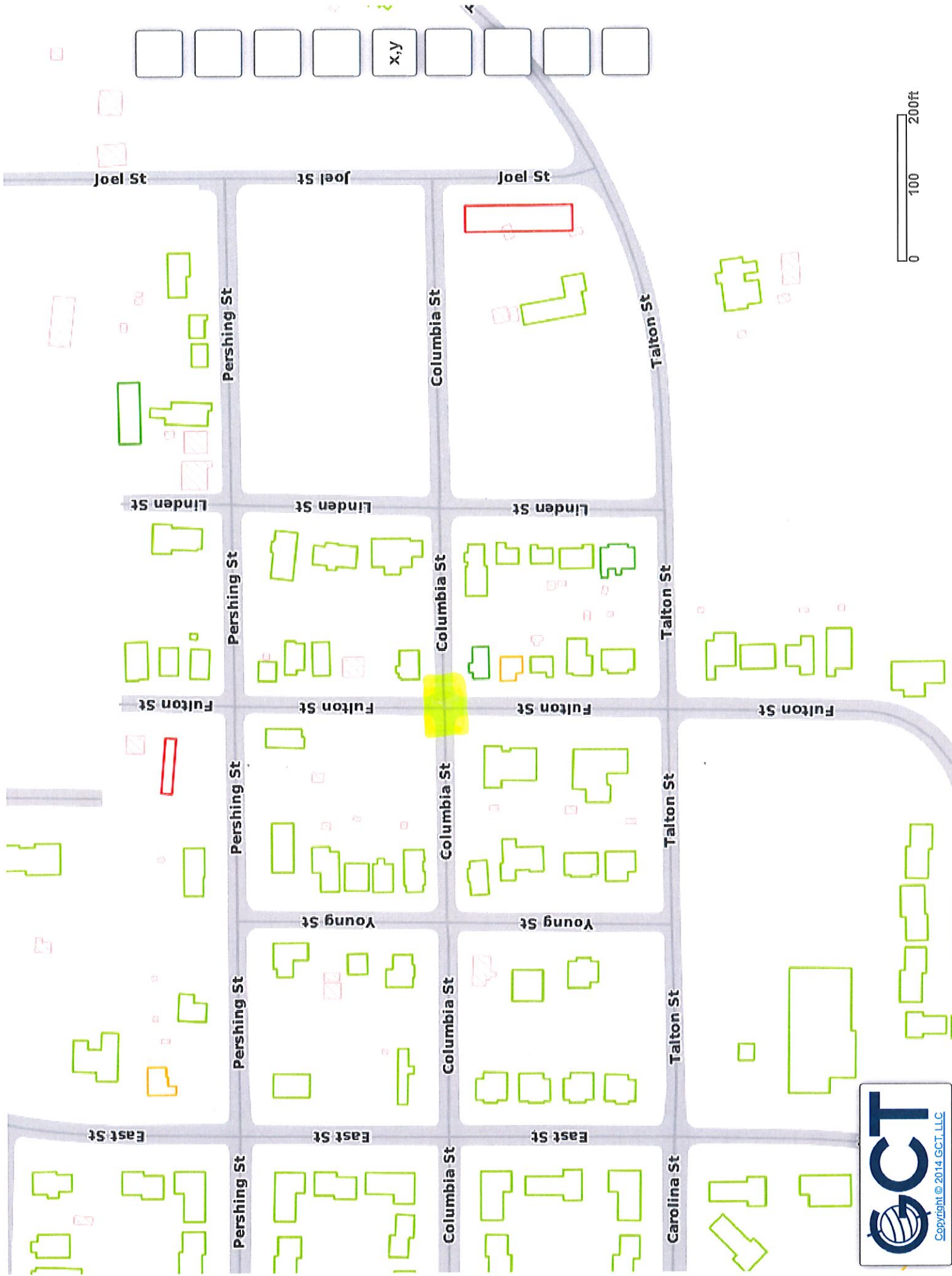
Suggested Wording of Motion:

“I move to adopt the change to the intersection of Fulton Street and Columbia Street by converting the intersection into a four-way stop, as presented.”

MOTION: _____ SECOND: _____

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

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



Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(9) Adopt Ordinance No. 1139 – Annual Bridge Maintenance Report

Discussion:

This is a Louisiana Department of Transportation and Development requirement to annually review the posting of city bridges.

See attachment.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1139 – Annual Bridge Maintenance Report, a Louisiana Department of Transportation and Development requirement to annually review the posting of city bridges, as presented.”

MOTION: _____ SECOND: _____

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

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

ORDINANCE NO. 1139

Be it known that the City of Minden, acting in accordance with the laws of the State of Louisiana, posts the following data covering City of Minden bridges:

P6032350931631	NOT POSTED
P6032350931641	NOT POSTED
P6032353931691	NOT POSTED
P6032354931701	NOT POSTED
P6032366931751	NOT POSTED
P6032366931761	NOT POSTED
P6032369931751	POSTED
P6032370931751	NOT POSTED
P6032371931741	NOT POSTED
P6032372931551	NOT POSTED

By motion and second of _____ and _____, respectively, Ordinance No. 1139 was adopted by the following vote on this ____ day of _____, 2023.

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

CERTIFICATE

I, Michael Fluhr, City Clerk for the City of Minden, do hereby certify that the foregoing is an exact copy of Ordinance No. 1139, Annual Bridge Maintenance Report, a LA DOTD requirement to annually review the posting of city bridges, and adopted on October 2, 2023, by the City Council of the City of Minden, State of Louisiana, at a meeting thereof regularly convened and after proper notice thereof having been given; I further certify that the same remains in full force and effect.

Signed and Sealed this _____ day of _____, 2023.

Michael Fluhr, City Clerk

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (10) Adopt Resolution – Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program

Discussion:

See attachment.

Suggested Wording of Motion:

“I move to adopt a Resolution for Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program, as presented.”

MOTION: _____ SECOND: _____

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

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

**ANNUAL CERTIFICATION
OF COMPLIANCE WITH STATE OF LOUISIANA
OFF-SYSTEM BRIDGE REPLACEMENT PROGRAM**

WHEREAS the Code of Federal Regulations as enacted by the United States Congress mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each State; and

WHEREAS the responsibility to inspect, rate and load post those bridges under the authority of the City of Minden, LA in accordance with those Standards is delegated by the Louisiana Department of Transportation and Development to the City of Minden, LA.

THEREFORE BE IT RESOLVED, by the governing authority of the City of Minden (herein referred to as the City) convened in Regular Session on the 2nd day of October, 2023, that it does hereby certify to the Louisiana Department of Transportation and Development (herein referred to as the DOTD) that for the period 1 October 2022 through 30 September 2023:

1. The City has performed and will continue to perform all interim inspections on all City-owned or maintained bridges in accordance with the National Bridge Inspection Standards;
2. All bridges owned or maintained by the City have been structurally analyzed and rated by the City as to the safe load capacity in accordance with AASHTO Manual for Maintenance Inspection of Bridges. The load posting information that has been determined by the LA DOTD for all bridges where the maximum legal load under Louisiana State law exceeds the load permitted under the operational rating, as determined above, has been critically reviewed by the City. Load posting information has been updated by the City to reflect all structural changes and obsolete structural ratings or any missing structural ratings;
3. All City-owned or maintained bridges, which require load posting or closing, are load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1.1.1.8. All DOTD supplied load posting information concerning a bridge has been critically reviewed by the City prior to load posting; and
4. All bridges owned or maintained by the City are shown on the attached list in the format specified by the LA DOTD. Corrections to date supplied to the City by the LA DOTD are noted.

These stipulations are prerequisites to participation by the City in the Off-System Bridge Replacement Program.

This resolution was considered upon motion and second of _____ and _____, respectively, and adopted by the following vote on this ____ day of _____, 2023.

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

CERTIFICATE

I, Michael Fluhr, City Clerk for the City of Minden, do hereby certify that the foregoing is an exact copy of a Resolution for the Annual Certification of Compliance with State of Louisiana Off System Bridge Replacement Program adopted on October 2, 2023, by the City Council of the City of Minden, State of Louisiana, at a meeting thereof regularly convened and after proper notice thereof having been given; I further certify that the same remains in full force and effect.

Signed and Sealed this _____ day of _____, 2023.

Michael Fluhr, City Clerk

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (11) Adopt Resolution – Requesting that the Louisiana Department of Transportation and Development (LA DOTD) Division of Aviation Provide Funds Required to Complete the Airport Improvements at the Minden Airport Specifically as Described in the Capital Improvement Program Application for State Financial Assistance dated September 2023

Discussion:

See attachment.

Suggested Wording of Motion:

“I move to adopt a Resolution Requesting that the Louisiana Department of Transportation and Development (LA DOTD) Division of Aviation Provide Funds Required to Complete the Airport Improvements at the Minden Airport Specifically as Described in the Capital Improvement Program Application for State Financial Assistance dated September 2023, as presented.”

MOTION: _____ SECOND: _____

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

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

CITY OF MINDEN

RESOLUTION NUMBER: N/A

DATE: _____

R E S O L U T I O N

WHEREAS, Title 2 of the Louisiana Revised Statutes of 1950 provides that cities, towns, parishes, and other political subdivisions of this State may separately or jointly acquire, establish, construct, expand, own, lease, control, equip, improve, maintain, operate, regulate, and police airports and landing fields for the use of aircraft; and

WHEREAS, the State of Louisiana, Department of Transportation and Development, Division of Aviation (formerly the LA DOTD-OAPT) is charged by Title 2 with the responsibility for the development of aviation facilities within the State to foster air commerce and to safeguard the interests of those engaged in all phases of the aviation industry and of the general public; and

WHEREAS, the City of Minden, hereinafter referred to as “Sponsor”, has completed an FAA and DOTD approved Master Plan, Action Plan, and/or Airport Layout Plan which outlines the specific future development of the Minden Airport; and, the Sponsor is desirous of implementing a portion of the approved Plan recommendations which provide for the critically needed improvements as stated below to substantially improve the safety and usability of the Airport, but does not have sufficient funds of its own required for completing the needed improvements; and

WHEREAS, the LA DOTD, Division of Aviation is authorized by Title 2 to expend funds for the construction or enlargement of airports for the safety and advancement of aeronautics.

NOW, THEREFORE, BE IT RESOLVED:

SECTION I

That the Sponsor does hereby formally request that the LA DOTD, Division of Aviation provide funds required to complete the airport improvements at the Minden Airport specifically as described in the Capital Improvement Program Application for State Financial Assistance dated September 2023:

SECTION II

That the said LA DOTD, Division of Aviation be and is hereby assured that all necessary servitudes, rights-of-way, rights of ingress and egress and means thereof will be furnished by the Sponsor and the titles thereto will be valid and indefeasible, and that the Sponsor will assume ownership, financial reporting, and complete responsibility for the maintenance and upkeep of the airport after completion of said improvement.

SECTION III

That the Sponsor will save and hold the said LA DOTD, Division of Aviation, its officers, agents, and employees harmless from any liability or claim for damages arising out of the project, including death or injuries to third parties including, but not limited to, liability or claim for damages out of the negligence of said LA DOTD, Division of Aviation, its officers, agents, or employees, and expressly agrees to defend any suit of any nature brought against the LA DOTD, Division of Aviation as a result of this project.

SECTION IV

That the Mayor of the Sponsor be and is hereby authorized and directed to evidence this agreement by affixing his signature at the place provided therefore on this resolution and on subsequent related documents/agreements as required by the rules and regulations of the Federal Aviation Administration and the State of Louisiana and the Clerk is hereby authorized to attest said execution.

SECTION V

That this resolution shall be in full force and effect from and after its adoption.

The Mayor and City Council for the Sponsor of the Parish of Webster met in regular session on this date. The aforesaid resolution was offered by motion and second of _____ and _____, respectively. The aforesaid resolution, having been submitted to a vote, was voted on as follows:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, the resolution was declared adopted on the _____ day of _____, 2023.

CITY OF MINDEN

BY: _____
(Signature)

(Typed or Printed Name)

TITLE: _____

ATTEST: _____
(Signature)

(Title)

CERTIFICATE

IT IS HEREBY certified that the above is a true and correct copy of a resolution passed by the Sponsor of Webster Parish, Louisiana in regular session convened on this, the _____ day of _____, 2023.

(Signature of Secretary of Sponsor)

(Title)

Minden City Council

Regular Session

Monday, October 2, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (12) Adopt Resolution – Authorizing Mayor Cox to Execute an Agreement with the Louisiana Department of Transportation and Development (LA DOTD) for Improvements at the Minden Airport

Discussion:

This is an agreement with the State of Louisiana Department of Transportation and Development for State Project No. H.015698, Parallel Taxiway North.

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 (LA DOTD) for Improvements at the Minden Airport, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

AGREEMENT

STATE PROJECT NO. H.015698
A.I.P. No. 3-22-0032-017-2023
PARALLEL TAXIWAY NORTH
MINDEN AIRPORT
WEBSTER PARISH

THIS AGREEMENT, made and executed in two (2) original copies on this _____ day of _____, 20____, by and between the Louisiana Department of Transportation and Development, hereinafter referred to as "DOTD", and the City of Minden, a political subdivision of the State of Louisiana, responsible for all matters pertaining to the Minden Airport, hereinafter referred to as "Sponsor";

WITNESSETH: That;

WHEREAS, the Sponsor has requested funding assistance to finance certain improvements at the Minden Airport as described herein; and,

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature, authorized the financing of the certain airport improvements from funds appropriated from the Transportation Trust Fund; and,

WHEREAS, the Louisiana Legislature has granted approval of the project as listed in the **2023-2024 (75GA) & Underrun Aviation Needs and Project Priority Program**; and

WHEREAS, reimbursement for project costs will not exceed the estimated project cost as approved by the legislature and allocated to the DOTD Aviation Program for the fiscal year in which the project was approved by the legislature, unless DOTD agrees to participate in the increase and additional funds become available; and

WHEREAS, DOTD is agreeable to the implementation of this project and desires to cooperate with the Sponsor provided certain requirements are adhered to as hereinafter provided:

NOW, THEREFORE, in consideration of the premises and mutual dependent covenants herein contained, the parties hereto agree as follows:

ARTICLE I - PROJECT DESCRIPTION

1.1 The improvement that is to be undertaken under this project will consist generally of construction of the north 1000' feet of the parallel Taxiway.

1.2 The project numbers and title of this agreement will be used for identification purposes on all correspondence, plans, progress reports, invoices, et cetera, prepared in the performance of these services.

ARTICLE II - PROJECT RESPONSIBILITY

2.1 DOTD employees will not be required to supervise or perform such other services in connection with the development of this project except as specifically set forth herein; however, the Sponsor will assume full responsibility and Sponsorship for the project development and shall hold DOTD harmless in the event of any loss or damage of any kind incident to or occasioned by deeds undertaken in pursuance of this agreement.

ARTICLE III – CERTIFICATION AND COMPLIANCE

3.1 Sponsor certifies by the signing of this agreement that each phase of this project, as well as all documents associated with this project, will be completed in accordance with all applicable Federal and State guidelines and/or regulations. It is solely the responsibility of the Sponsor to certify the appropriate development, completion and authenticity of all work and documents required of the Sponsor throughout this project. Three (3) separate Sponsor Certifications incorporated by reference herein and attached to and made part of this agreement, shall be completed, signed and sent to DOTD after each specified phase of the project as indicated in the Certifications attached hereto.

3.2 DOTD does not provide certification of any document nor work performed and is not responsible for same in accordance with Article II as stated above.

ARTICLE IV – FUNDING

4.1 Except for services hereinafter specifically listed to be furnished at the expense of DOTD or the Sponsor if provided in this agreement under Article I, the cost of this project will be reimbursed to the sponsor with DOTD contributing an amount not to exceed **\$296,437.00**. Any other costs beyond **\$296,437.00** will be born solely by the sponsor, unless approved by DOTD after a written request is made by the sponsor in accordance with R.S. 2:806.A, 2:807.B and 2:810. **All such overages may not be approved until after the project is complete and at the end of the State's fiscal year, to determine if funds are available after all higher priorities have been considered.** The Sponsor, at its own expense, may incorporate items of work not eligible for DOTD participation into the construction contract if it so desires.

4.2 The continuation of this agreement is contingent upon the appropriation of funds by the Louisiana Legislature to fulfill the requirements of the contract. If the legislature fails to

appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the 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 the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

ARTICLE V – TAXES

5.1 Sponsor agrees that the responsibility for payment of taxes, if any, from the funds received under this agreement, supplements and/or legislative appropriation shall be the Sponsor's obligation and shall be identified under Federal Tax Identification Number shown on the signature page.

ARTICLE VI - COST REIMBURSEMENTS

6.1 The Sponsor shall submit its request for reimbursement on the approved LADOTD-Aviation Division form titled LADOTD REQUEST FOR REIMBURSEMENT FOR AIRPORT PROGRAMS, and only for work that has been completed and for eligible expenses incurred that have been paid in full by the Sponsor. The request for reimbursement shall not exceed one (1) submittal per month; and shall be not less than the amount of \$250.00 (state share), except for the final Request for Reimbursement, which can be for any remaining amount.

6.2 The Sponsor shall maintain invoices and copies of the checks for invoice payments for reimbursement. Both the engineer and Sponsor shall certify that the completed work shown on each payment request is an accurate representation of the work accomplished during the estimated period and that the work substantially complies with the plans and specifications. All charges shall be subject to verification, adjustment, and/or settlement by DOTD's Program Manager and/or Audit Officer. The Sponsor shall withhold retainage in accordance with State Law (i.e., 10% up to \$500,000 and 5% thereafter).

6.3 The Sponsor acknowledges that DOTD will not participate in the cost of those items not constructed in accordance with the plans and specifications. In this event, the Sponsor will be obligated to assume full financial responsibility.

6.4 The Sponsor shall submit all final billings for all phases of work within three months after the final inspection of the project unless prior arrangements have been made with DOTD. Failure to submit these billings prior to the completion of this three-month period shall result in the project being closed on previously billed amounts and any unbilled cost shall be the responsibility of the Sponsor.

6.5 The Sponsor shall reimburse DOTD any and all amounts, which may be cited by DOTD due to the Sponsor's noncompliance with Federal/State laws and/or regulations. The cited amounts reimbursed by the Sponsor shall be returned to the Sponsor upon clearance of the citation(s). Additionally, no new projects will be approved until such time as the cited amount is reimbursed to DOTD.

6.6 DOTD's participation in the project shall in no way be construed to make DOTD a party to the contract between the Sponsor and its consultant/contractor.

ARTICLE VII – COST RECORDS

7.1 The Sponsor and all others employed by it in connection with this project shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred relative to this project and shall keep such material available at their respective offices at all times during the contract period and for three years from the date of final payment for the project. Additionally, all such materials shall be available for inspection by DOTD, the Legislative Auditor, the FAA, or any authorized representative of the federal government under applicable state and federal regulations, at all reasonable times during the contract period and for three years from the date of final payment.

ARTICLE VIII – ENGINEERING

8.1 The Sponsor is responsible for assuring all necessary surveys, engineering reports, plans, specifications and cost estimates for the project are in accordance with the applicable FAA/DOTD requirements, and the sponsor shall submit one (1) copy of the executed Engineering Service Agreement to DOTD along with Sponsor Certification #1 which is incorporated by reference herein and attached to and made a part of this agreement.

ARTICLE IX – REAL PROPERTY ACQUISITION

9.1 Real Property Acquisition is addressed in the Sponsor Certification #2 incorporated by reference herein and attached to and made a part of this agreement. This Sponsor Certification must be submitted to DOTD after real Property is acquired or leased, or a contract has been executed thereto.

9.2 If any funds covered by this agreement are to be used for the purchase of immovable property, the Sponsor shall have prepared a Phase I Environmental Site Assessment of the property. This assessment shall be prepared in accordance with the latest edition of ASTM E 1527, by an experienced environmental consultant qualified to perform the assessment. Any purchase agreement shall contain an agreement by the seller that it shall warrant and guarantee to the Sponsor that the property is free of all hazards identified by the environmental assessment as existing or suspected and this guarantee shall be a part of any act of sale for the immovable property. A copy of the environmental assessment and a certified copy of the purchase agreement, containing the warranty and/or guarantee, shall be provided to DOTD. Where land acquisition is a pre-requisite to construction, the Sponsor shall provide DOTD with proof of ownership prior to starting construction.

ARTICLE X - BID PROCESS

10.1 Construction projects shall be advertised in accordance with Louisiana Revised Statutes.

10.2 Sponsor shall solicit bids for the services, labor and materials needed to construct the project in accordance with the public bid laws of the State, including, but not limited to R.S.

38:2211, et seq., applicable to political subdivisions of the State. Sponsor shall also keep a procurement file relative to the necessary acquisition of services, labor and materials needed to complete the project. DOTD may request review of the documents at any time. Sponsor shall maintain copies of the three lowest bidders' proposal sheets and bid bonds. The Sponsor shall also maintain:

1. The bid tabulation, including engineer's estimate, verified by the Sponsor.
2. Contractor's Equal Employment Opportunity plan.
3. A statement of contractor's qualifications.
4. Proof of publication of the advertisement for bids.
5. A non-collusion affidavit.
6. The Sponsor's official action, recommending acceptance of the bid submitted by the lowest qualified bidder.

10.3 The award of a contract shall be made within 30 calendar days of the date specified for public opening of bids, unless extended by the Sponsor. The contract and bond shall be recorded in the Clerk of Court's office for the parish or parishes where the project is to be constructed.

10.4 Following the execution of the contract, the Sponsor shall send to DOTD one copy of the executed contract, and project's bid set specifications with the plans bound in the specifications book as an attachment on 11" x 17" fold-out paper. The Sponsor shall also maintain insurance certificates and proof of recordation of the original contract performance bond.

ARTICLE XI – CONSTRUCTION

11.1 The Sponsor shall provide technical administration and inspection including testing during the project construction. The Sponsor may utilize its consultant to provide these services through preparation of a supplemental agreement to the original ESA or may hire a third party to provide these services.

11.2 A pre-construction meeting shall be held at the airport within fifteen (15) working days after the DOTD/FAA has given approval to start construction. Construction contracts need not be signed prior to the pre-construction meeting, but must be signed prior to starting work. The Sponsor (or consultant) shall host the meeting and follow the current DOTD/FAA Pre-Construction Check-List. Within five (5) days following the meeting, copies of the Pre-Construction Check-List, along with minutes of the meeting, shall be sent to all parties requesting copies. Tenants shall be notified of the pre-construction meeting and status meetings. They shall also be notified in writing ten (10) working days prior to any planned runway/airport closures. Periodic inspections may be made by DOTD.

11.3 The Sponsor is responsible for maintaining project construction records in accordance

with DOTD standards for a minimum of three (3) years. All construction directives, procedures, and documents of pay records shall be available for inspection by DOTD.

11.4 The project specifications shall be used as the basis for all construction. If there is an error or discrepancy in the specifications, the policies and procedures of FAA and/or DOTD shall be used to make corrections. A plan change shall be required, and the Sponsor may be liable for any additional cost. DOTD may participate in such eligible cost, only if funds are available. The ability of DOTD to participate in the financial cost increase may be reviewed after the project is complete and at the end of the State's fiscal year, to determine if funds are available.

ARTICLE XII – CIVIL RIGHTS

12.1 The Sponsor agrees that the project shall be developed in full, in accordance with the principles and intents contained in DOTD's latest Title VI Plan and that the same or closely related procedures providing for involvement of the Sponsor designated civil rights specialist in appropriate key stages of project development as identified in the aforementioned Title VI Plan, will be followed.

12.2 Further, the Sponsor agrees that its own employment policies and practices shall afford fair and nondiscriminatory employment opportunities to all employees and applicants for employment and that a viable affirmative action program is maintained in the interest of increasing employment opportunities for minorities, women and other disadvantaged persons. It is understood that the Sponsor, as a recipient of federal financial assistance under this agreement, is subject to monitoring and review of its civil rights activities by DOTD and agrees to cooperate with DOTD officials in the achievement of civil rights objectives prescribed in the agreement and in any contracts resulting herefrom.

ARTICLE XIII – DBE REQUIREMENTS

13.1 It is the policy of the U.S. Department of Transportation that small business firms owned and controlled by socially and economically disadvantaged persons and other persons defined as eligible in Title 49 Code of Federal Regulations, Part 26 (49 CFR 26) shall have maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the requirements of 49 CFR 26 apply to this project.

13.2 The Sponsor or its contractor agrees to ensure that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR 26, have maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The Sponsor or its contractor shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that such firms have maximum opportunity to compete for and perform contracts. The Sponsor or its contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract.

13.3 The preceding Policy and DBE Obligation shall apply to this project and shall be included in the requirements on any contract or subcontract. Failure to carry out the requirements set forth therein shall constitute a breach of this agreement and, after notification

by DOTD, may result in termination of this agreement by DOTD, or other such remedy, as DOTD deems appropriate.

13.4 The Sponsor or its contractor shall utilize the services of banks in the community, which are owned and controlled by minorities, when feasible and beneficial.

13.5 The above requirements shall be expressly included in and written in all subcontracts entered by the Sponsor or contractor.

ARTICLE XIV – FINAL INSPECTION, ACCEPTANCE, REIMBURSEMENT & SPONSOR
CERTIFICATION

14.1 FINAL INSPECTION: The Sponsor shall schedule and conduct an inspection of the project no later than ten (10) working days after substantial completion. The Sponsor shall give notification of the inspection, in writing, at least five (5) working days in advance of the inspection to DOTD, the contractor, FAA and other attendees as appropriate. If deficiencies are discovered during the inspection, the Sponsor shall document the deficiencies, determine a dollar value and coordinate completion dates with the contractor for correcting the deficiencies. Once all the deficiencies are corrected the Sponsor will conduct a final inspection and determine that they have been corrected. The Sponsor shall then prepare the Letter of Acceptance.

14.2 Forty-five (45) days after recording the final acceptance of the project, the contractor shall submit to the Sponsor a Clear Lien Certificate from the Recorder's office of the parish or parishes in which the work was performed. If the contractor is unable to obtain a Clear Lien Certificate, the Sponsor may deposit the retainage with the court of competent jurisdiction.

14.3 The Sponsor's Letter of Acceptance shall include the following:

1. The (Sponsor) is satisfied with and accepts the project as accomplished by the contractor, _____, who has satisfactorily completed all requirements of the contract.
2. The final Reimbursement Request of \$ _____ is enclosed and verifies all amounts remaining due and the release of retainage.

14.4 The Sponsor shall also submit with the Letter of Acceptance the following:

1. An updated Airport Layout Plan (ALP), if applicable; and
2. Upon completion of the project, the consultant shall prepare as-built plans and specifications with final quantities for the project, to include any changes made to the original design during construction, on a CAD CD. These shall be labeled with the state project number, project description and airport name. Electronic files shall not be compressed for mailing; and
3. Sponsor Certification #3 incorporated by reference herein, and attached to and made a part of this agreement, which must be completed and signed.

14.5 DOTD will not approve the Sponsor's request for the final reimbursement until each of

the above items are received and are satisfactorily completed.

Title to the project right-of-way shall be vested in the Sponsor and shall be subject to DOTD and FAA requirements and regulations concerning operations, maintenance, abandonment, disposal, and encroachments.

ARTICLE XV - OPERATION & MAINTENANCE RESPONSIBILITY

15.1 Upon final acceptance of the project, the Sponsor shall assume ownership of the improvements and assume all operations and maintenance costs of the facilities for a period of not less than twenty (20) years. Non-aviation activities shall require written approval from DOTD.

15.2 Should the Sponsor choose to begin operations prior to executing the Letter of Acceptance, the Sponsor then assumes full responsibility for such actions.

ARTICLE XVI – HOLD HARMLESS AND INDEMNITY

16.1 Sponsor agrees and obligates itself, its successors and assigns, to defend, indemnify, save, protect and hold forever harmless and provide a defense for DOTD, its officials, officers and employees against any and all claims that may be asserted by any persons or parties resulting from violation by the Sponsor, its employees, agents and/or representatives of the requirements of all State laws applicable to the project. Further, Sponsor agrees that it shall hold harmless and indemnify, and provide a defense for DOTD, its officials, officers and employees, against any and all claims, demands, suits, actions (ex contractu, ex delictu, quasi-contractual, statutory or otherwise), judgments of sums of money, attorney's fees and court costs, to any party or third person including, but not limited to, amounts for loss of life or injury or damage to persons, property or damages to contractors, subcontractors, suppliers, laborers or other agents or contractors of Sponsor or any of the above, growing out of, resulting from, or by reason of, any negligent act or omission, operation or work of the Sponsor, its employees, servants, contractors, or any person engaged in or in connection with the engineering services, construction and construction engineering required or performed by the Sponsor hereunder including, but not limited to, any omissions, defects or deficiencies in the plans, specifications or estimates or by virtue of any extra work, delays, disruptions, inefficiencies or nonpayment of any engineering, construction, or construction engineering cost incurred or any other claim of whatever kind or nature arising from, out of, or in any way connected with the project, to the extent permitted by law.

16.2 Nothing herein is intended, nor shall be deemed to create, a third party beneficiary to any obligation by DOTD herein, or to authorize any third person to have any action against DOTD arising out of the agreement.

ARTICLE XVII – CANCELLATION

17.1 The terms of this agreement shall be binding upon the parties hereto until the work has been completed and accepted, and all payments required to be made to the Sponsor have been made. This agreement may be terminated under any or all of the following conditions:

1. By mutual agreement and consent of the parties hereto.
2. By the Sponsor should it desire to cancel the project prior to the receipt of bids, provided any cost that has been incurred for the preparation of plans shall not be eligible for Reimbursement by DOTD or FAA.
3. By DOTD due to the lack of available State or Federal funding for the project.

ARTICLE XVIII – AMENDMENT

18.1 The parties hereto agree that any change in the project shall be in writing and signed by both parties. DOTD funding participation increases will be approved via amendment to this agreement, executed by both parties.

18.2 IN WITNESS HEREOF, the parties hereto have caused these presents to be executed by their respective officers, who are authorized to execute any and all subsequent documents relative to this project, and whose authority is deemed to be continuing as of the day and year first above written. Certification of this document is by Sponsor's Resolution herein included.

WITNESSES:

CITY OF MINDEN

(Witness for First Party)

BY: _____
(Signature)

(Witness for First Party)

Typed or Printed Name

Title

Sponsor's Federal Identification Number

WITNESSES:

(Witness for Second Party)

(Witness for Second Party)

**STATE OF LOUISIANA
THROUGH THE DEPARTMENT OF
TRANSPORTATION AND
DEVELOPMENT**

By: _____
Secretary

RECOMMENDED FOR APPROVAL

BY: _____
Deputy Commissioner

APPROVED AS TO FORM

BY: _____
Aviation Section

BY: _____
Aviation Section

CITY OF MINDEN

RESOLUTION NUMBER: _____

Date: _____

The City of Minden of the Parish of Webster met in regular session on this date. The following resolution was offered by _____ and seconded by _____.

R E S O L U T I O N

A resolution authorizing the Mayor to execute an Agreement with the Louisiana Department of Transportation and Development (LA DOTD) for improvements at the Minden Airport.

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature authorized the financing of certain airport improvements from funds appropriated from the Transportation Trust Fund; and

WHEREAS, the City of Minden has requested funding assistance from the LA DOTD to/for Extend the parallel taxiway north by 1000' feet (Construction); and

WHEREAS, the stated project has been approved by the Louisiana Legislature and the LA DOTD is agreeable to the implementation of this project and desires to cooperate with the Minden Airport according to the terms and conditions identified in the attached Agreement; and

WHEREAS, the LA DOTD will provide the necessary funding for the Extend the parallel taxiway north by 1000' feet (Construction) and reimburse the sponsor up to \$296,437.00 of project cost.

NOW THEREFORE, BE IT RESOLVED by the City of Minden that it does hereby authorize the Mayor to execute an Agreement for the project identified as AIP No. 3-22-0032-017-2023 and SPN H.015698, more fully identified in the Agreement attached hereto, and to execute any subsequent related documents, including, but not limited to, amendments to said agreement.

This resolution shall be in full force and effect from and after its adoption.

The aforesaid resolution, having been submitted to a vote, the vote thereon was as follows:

YEAS: NAYS: ABSENT:

WHEREUPON, the resolution was declared adopted on the _____ day of _____, 20_____.

CITY OF MINDEN

BY: _____
(Signature)

(Typed or Printed Name)

TITLE: _____

ATTEST: _____
(Signature)

TITLE: _____

CERTIFICATE

IT IS HEREBY certified that the above is a true and correct copy of a resolution passed by the City of Minden of Webster Parish, Louisiana in regular session convened on this, the _____ day of _____, 20_____.

(Secretary of Sponsor)

TITLE: _____

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(13) Budget/Financial Report for August 2023

Discussion:

Melaney Langford, Assistant City Clerk, will present the Budget/Financial Report for the month of August 2023.

Suggested Wording of Motion:

No motion is required.

Minden City Council
Regular Session
Monday, October 2, 2023
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(14) Fire Report for September 2023

Discussion:

Brian Williams, Fire Chief, will present the Fire Report for the month of September 2023.

Suggested Wording of Motion:

No motion is required.

Minden City Council

Regular Session

Monday, October 2, 2023

Minden City Hall – Council Chambers



Agenda Item

(15) Police Report

City Fines	\$9,741.00
District Attorney's Office	\$0.00
Crime Lab	\$650.00
City Court.....	\$782.50
Marshal's Office	\$720.00
Indigent Defender.....	\$1,045.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$48.00
Community Service.....	\$0.00
WARE Center	\$180.00
LA Commission on Law Enforcement	\$34.00
Off-Duty Witness Fee	\$290.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$72.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$85.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$240.00
Judicial Education.....	\$8.50
TOTAL	\$13,896.00

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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

AUGUST_2023A

CHIEF OF POLICE		CITY FINE	DA OFFICE	CRIME LAB	CITY COURT	MARSH	IND DEF	VICTIM FND	CLERK FND	COMM SERV	WARE CTR	LCLE	OFF-DUTY WIT FEE	DARE	ANALYS. ST	ANALYS. AGY	CMIS	LTHSCITF	DISABIL. AFF	JUD.BL DG FUND	JUD.ED	TOTAL
SIMS, JALESHIA	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	0.00	50.00
KEMP, JOANNE	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	0.00	200.00
CONLY, JESSICA	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	0.00	50.00
FRAZIER, BILLY	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	0.00	50.00
RAMBIN, SHAWN	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	0.00	250.00
STERLING, LAVANCIA	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	0.00	50.00
BOYCE, FOREST	50.00	0.00	0.00	31.00	30.00	45.00	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
ALLEN, DAVID	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	0.00	50.00
MCCLENDON, CARL	42.50	0.00	0.00	31.00	30.00	45.00	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	220.00
MOORE, JAMES	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
BURT, STACEY	50.00	0.00	0.00	31.00	30.00	45.00	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
WALKER, BRITTANY	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
FERRELL, KEVIN	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	0.00	100.00
ARLINGTON, JOHNATHON	42.50	0.00	0.00	31.00	30.00	45.00	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	220.00
ARLINGTON, JOHNATHON	50.00	0.00	0.00	36.50	30.00	40.00	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
ANDERSON, STEVIE	50.00	0.00	0.00	31.00	30.00	45.00	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	212.50
EDWARDS, RICKY	50.00	0.00	0.00	36.50	30.00	40.00	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
HUNTER, RICHARD	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	0.00	75.00
JONES, ALISHA	42.50	0.00	0.00	31.00	30.00	45.00	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	212.50
DREW, CORDERA	1,200.00	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	0.00	1,200.00
SHAW, SHONTRANAE	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	0.00	50.00
PARDUE, KEVIN	15.00	0.00	0.00	31.00	30.00	45.00	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	220.00
WILLIAMS, VALERIE	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	0.00	125.00
GARCIA, ISAIAH	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	0.00	150.00
BERNARD, AVA	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	0.00	50.00
MARCEL, DIANGELO	50.00	0.00	0.00	31.00	30.00	45.00	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
DAVISON, SHANIQUE	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	0.00	50.00
MCCLEINTON, ANDREA	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	0.00	100.00
EASON, TRAMESHEIA	50.00	0.00	0.00	31.00	30.00	45.00	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
DAVISON, VERLEGIA	42.50	0.00	0.00	31.00	30.00	45.00	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	212.50
HUDSON, JASON	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	0.00	175.00
CREW, ZOE	50.50	0.00	0.00	36.50	30.00	40.00	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	213.00
RAYNER, JOHNATHAN	50.00	0.00	0.00	31.00	30.00	45.00	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
MYERS, LOLEILA	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00

