

Minden City Council
REGULAR SESSION



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

AGENDA ITEMS

Prayer: Levon “Charlie” Thomas
Pledge: Latasha Mitchell

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 October 2, 2023**
- (2) Adopt Resolution – Amending the City of Minden 2022-2023 Budget**
- (3) Adopt Ordinance No. 1140 – An Ordinance to Amend Chapter 82 of the Code of Ordinances of the City of Minden, Louisiana, to Provide for Payments by Credit/Debit Cards, Agreements with Credit/Debit Card Companies, Credit/Debit Card Transaction Fees, and Cancellation of Agreements by the City of Minden**
- (4) Personnel – Minden Police Department New Hire**
- (5) Personnel – Minden Police Department Transfer**
- (6) Condemned Properties**
- (7) Budget/Financial Report for September 2023**
- (8) Fire Report for October 2023**
- (9) Police Report for September 2023**
- (10) Recognition of National Night Out 2023 Block Party Hosts**

Announcements – Council Comments – Adjournment

Minden City Council Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session held on October 2, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on October 2, 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 OCTOBER 2, 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, and Michael Roy. Absence(s): Andy Pendergrass. Mayor Cox welcomed everyone to the meeting. Prayer was offered by Carlton Myles and Levon Thomas led the Pledge of Allegiance. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Michael Roy moved to amend the printed agenda to add Item (16) Adopt a Resolution Adopting a Citizen Participation Plan for the Community Development Block Grant Program, Item (17) Adopt a Resolution Authorizing the Mayor to Execute on Behalf and in the Name of the City of Minden a Contract for Louisiana Community Development Block Grant Administrative Services, Item (18) Adopt a Resolution Authorizing the Mayor to Execute on Behalf and in the Name of the City of Minden a Contract for Louisiana Community Development Block Grant Engineering Services, and Item (19) Adopt a Resolution for the Louisiana Community Development Block Grant (LCDBG) Program and Authorizing Signatory Authority to the Mayor of the City of Minden. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

Upon motion by Carlton Myles and duly seconded by Michael Roy, the council unanimously adopted the minutes of the Minden City Council Regular Session held on September 5, 2023, as presented. Abstention(s): None. Absence(s): Andy Pendergrass.

Upon motion by Latasha Mitchell and duly seconded by Levon Thomas, the council unanimously adopted the minutes of the Minden City Council Special Session held on September 13, 2023, as presented. Abstention(s): None. Absence(s): Andy Pendergrass.

Carlton Myles moved to approve the Minden Police Department Rank and Position Plan, as presented. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

Michael Roy moved to appoint Chris Cheatham as Interim Deputy Chief of Police, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

Upon motion by Latasha Mitchell and duly seconded by Levon Thomas, the council unanimously authorized the City Clerk to advertise for bids for the Public Works Control Center, as presented. Abstention(s): None. Absence(s): Andy Pendergrass.

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

The following action was taken regarding condemned property:

Horace Kinsey Estate c/o Lafayette Kinsey 109 Magnolia Street Minden, Louisiana 71055	800 Talton Street Lot fronting 67 ft. on Talton St. x 90 ft. in SW/4 of NE/4 Sec. 27-19-9
--	---

With no party representing the property owner present at the time this item was heard, Carlton Myles moved 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 October 2, 2023. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

The following action was taken regarding condemned property:

Grover Cleveland Post Office Box 615 Minden, Louisiana 71058	301 Joel Street 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
--	--

With no party representing the property owner present at the time this item was heard, Carlton Myles moved 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 October 2, 2023. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

The following action was taken regarding condemned property:

T.O.P.S. Properties, LLC 1206 N. Acres Circle Springhill, Louisiana 71075	100 Ewell Street 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
Johnny L. Moore Estate c/o Danny McKinney 506 Woodard Street Minden, Louisiana 71055	

With no party representing the property owner present at the time this item was heard, Carlton Myles moved 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 October 2, 2023. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

The following action was taken regarding condemned property:

Anthony Rice
102 Joel Street
Minden, Louisiana 71055

442 Martin Luther King Drive
Lot fronting 87 ft. on Maiden
Lane x 38 ft. on Abney Street
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

With no party representing the property owner present at the time this item was heard, Carlton Myles moved 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 October 2, 2023. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

The following action was taken regarding condemned property:

Marvin White
c/o Marvine Butler
1414 South Fry Road
Katy, Texas 77450

705 Carolina Street
Lots #1 & 2, Blk. D, Fairfield
Subdiv.

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

Carlton Myles moved to adopt the change to the intersection of Fulton Street and Columbia Street by converting the intersection into a four-way stop, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

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

Upon motion by Carlton Myles and duly seconded by Michael Roy, the council unanimously adopted a Resolution for Annual Certification of Compliance with State of Louisiana Off-System Bridge Replacement Program, as presented. Abstention(s): None. Absence(s): Andy Pendergrass.

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

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

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

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

The Police Report for the month of August 2023 was unanimously accepted, as presented, by motion of Latasha Mitchell and second by Michael Roy. Abstention(s): None. Absence(s): Andy Pendergrass.

Carlton Myles moved to adopt a Resolution Adopting a Citizen Participation Plan for the Community Development Block Grant Program, as presented. The motion was

duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s):

None. Absence(s): Andy Pendergrass.

Upon motion by Carlton Myles and duly seconded by Latasha Mitchell, the council unanimously adopted a Resolution Authorizing the Mayor to Execute on Behalf and in the Name of the City of Minden a Contract for Louisiana Community Development Block Grant Administrative Services, as presented. Abstention(s): None. Absence(s): Andy Pendergrass.

Upon motion by Michael Roy and duly seconded by Carlton Myles, the council unanimously adopted a Resolution Authorizing the Mayor to Execute on Behalf and in the Name of the City of Minden a Contract for Louisiana Community Development Block Grant Engineering Services, as presented. Abstention(s): None. Absence(s): Andy Pendergrass.

Michael Roy moved to adopt a Resolution for the Louisiana Community Development Block Grant (LCDBG) Program and Authorizing Signatory Authority to the Mayor of the City of Minden, as presented. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): Andy Pendergrass.

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

Nick Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Adopt Resolution – Amend the City of Minden 2022-2023 Budget

Discussion:

See attached.

Suggested Wording of Motion:

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

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

**A RESOLUTION TO AMEND THE
CITY OF MINDEN 2022-2023 BUDGET**

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

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

WHEREAS, it is desired to amend said approved budget;

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

2022-2023 Budget Amendment – General Fund

	Revenue	Expense	
01-00-3311001	(2,180,000)	-	Federal Grant
01-00-3312001	(320,000)	-	State Grant
01-23-4198017		(2,180,000)	Federal Grant
01-23-4198018		(320,000)	State Grant
	(2,500,000)	(2,500,000)	

Amend Budget to Decrease Revenue and Decrease Expense

2022-2023 Budget Amendment – W&E Fund

	Revenue	Expense	
02-00-3901003	(876,059)		Fund Balance
02-00-3901013	(230,000)		Fund Balance
02-00-3901002	(249,076)		Sales Tax
02-34-4613004	-	(50,000)	Other Professional Service (GPS + GIS)
02-36-4625023	-	(510,000)	Purchase of Power
02-40-4634006		(75,935)	Salaries
02-41-4637005	-	(23,700)	Vehicle
02-41-4633004		(75,000)	Other Professional Service (Inflow Study)
02-42-4634313		(160,000)	Water Distribution Repair
02-42-4633011	-	(150,000)	Engineering
02-42-4637005	-	(35,500)	Vehicle
02-44-4627105	-	(275,000)	Other Than Buildings (Degritter)
	(1,355,135)	(1,355,135)	

Amend Budget to Decrease Revenue and Decrease Expenses for Different Projects

2022-2023 Budget Amendment – Sales Tax Fund

	Revenue	Expense	
03-00-3111201	325,000	-	Sales & Use Tax
03-64-4199001		325,000	Transfer to GF
03-00-3901003	(249,076)	-	Fund Balance Sales Tax Fund
03-64-4199002	-	(249,076)	Transfer to W&E Fund
	75,924	75,924	

Amend Budget to Increase Revenue and Increase Expense

2022-2023 Budget Amendment – Sewer Plant Sales Tax Fund

	Revenue	Expense	
07-00-3111201	325,000	-	Sales & Use Tax
07-94-4119001		325,000	Transfer to GF
07-00-3901009	(610,000)	-	SPST Sinking
07-94-4119001		(400,000)	Transfer to GF
07-94-4199002	-	(210,000)	Transfer to W&E Fund
	(285,000)	(285,000)	

Amend Budget to Decrease Revenue and Decrease Expense

2022-2023 Budget Amendment – Sales Tax Sinking Fund

	Revenue	Expense	
12-00-3901003	(610,000)	-	Fund Balance
12-00-4119006		(610,000)	Transfer to SPST
	(610,000)	(610,000)	

Amend Budget to Decrease Revenue and Decrease Expense

2022-2023 Budget Amendment – Capital Improvement Water

	Revenue	Expense	
17-00-3901003	(230,000)	-	Fund Balance
17-00-4119002		(230,000)	Transfer to W&E

Amend Budget to Decrease Revenue and Decrease Expense

2022-2023 Budget Amendment – TIF District #2

	Revenue	Expense	
09-00-3111201	500	-	Sales & Use Tax
09-02-4198002		500	Collection Expense

Amend Budget to Increase Revenue and Expense

2022-2023 Budget Amendment – TIF District #4

	Revenue	Expense	
11-00-3111201	100	-	Sales & Use Tax
11-04-4198002		100	Collection Expense

Amend Budget to Increase Revenue and Expense

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

CERTIFICATE

I, Michael Fluhr, City Clerk for the City of Minden, Louisiana hereby certify that the above constitutes a true and accurate copy of the 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 declared adopted by the Mayor on this ____ day of _____, 2023.

Michael Fluhr, City Clerk
City of Minden, Louisiana

Minden City Council

Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (3) Adopt Ordinance No. 1140 – An Ordinance to Amend Chapter 82 of the Code of Ordinances of the City of Minden, Louisiana, to Provide for Payments by Credit/Debit Cards, Agreements with Credit/Debit Card Companies, Credit/Debit Card Transaction Fees, and Cancellation of Agreements by the City of Minden

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1140 – An Ordinance to Amend Chapter 82 of the Code of Ordinances of the City of Minden, Louisiana, to Provide for Payments by Credit/Debit Cards, Agreements with Credit/Debit Card Companies, Credit/Debit Card Transaction Fees, and Cancellation of Agreements by the City of Minden, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

ORDINANCE NO. 1140

AN ORDINANCE TO AMEND CHAPTER 82 OF THE CODE OF ORDINANCES OF THE CITY OF MINDEN, LOUISIANA, TO PROVIDE FOR PAYMENTS BY CREDIT/DEBIT CARDS, AGREEMENTS WITH CREDIT/DEBIT CARD COMPANIES, CREDIT/DEBIT CARD TRANSACTION FEES, AND CANCELLATION OF AGREEMENTS BY THE CITY OF MINDEN

It is hereby ordained by the City Council of the City of Minden, Louisiana, that Chapter 82 – Taxation, Article I. – In General, of the Code of Ordinances of the City of Minden, Louisiana, is hereby amended by changing and adding new Sections to read as follows:

Sec. 82-1 – 82-26. – Reserved

Sec. 82-27. – Payments by credit/debit cards.

All sums due to the City, including, but not limited to, occupational taxes, fines, forfeitures, penalties, licensing fees, service fees, utility fees, application fees, permit fees, and registration fees, may be paid by the use of credit/debit cards. The mayor is authorized to enter into agreements with credit/debit card issuers to facilitate the acceptance of credit/debit card payments by the City.

Sec. 82-28. – Agreements with credit/debit card companies.

A credit/debit card agreement may provide for the acceptance of the credit/debit card payments from the credit/debit card company at a discount from the face amount of the payment or for the withholding of administrative fees from the face amount of the payment. Such discounted fee is granted in exchange for the improved governmental cash flow, reduction of administrative expenses and increased public convenience as a result of credit/debit card payments.

Sec. 82-29. – Credit/Debit Card Transaction fee

A credit/debit card transaction fee equal to 3% (three percent) of the face amount of the payment to the City OR a minimum fee of \$3.50 (whichever is greater) shall be imposed upon any person making a payment by credit/debit card per transaction. The credit/debit card transaction fee shall be limited to a maximum of \$200.00.

Sec. 82-30. – Cancellation of agreements by City.

Any agreement with a credit/debit card issuer for the acceptance of payments via credit/debit shall contain a provision that the City may cancel the agreement at any time.

BE IT FURTHER ORDAINED AND ENACTED by the Council of the City of Minden, Louisiana, that the remaining provisions of Chapter 82, Article I remain as originally written or amended.

This ordinance shall become effective on January 1, 2024 after being adopted by the City Council and after publication in the City's official journal.

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

AYE(S):
NAY(S):
ABSENCE(S):
ABSTENTION(S):

Nicholas A. Cox, Mayor

ATTEST:

Michael Fluhr, City Clerk

Minden City Council

Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) Personnel – Minden Police Department New Hire

Discussion:

Dedrick Anderson, Jr. – Full-Time Police Officer – Minden Police Department

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to confirm Dedrick Anderson, Jr. as a full-time police officer in the Minden Police Department, subject to passing all applicable tests.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



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

MEMO

DEPT. 10

To: Mayor Nick Cox and Council Members *NAC*
cc: April Agullar, HR
From: Chief Jared McIver
Date: 10/17/2023
Re: Full Time Police Officer New Hire

I, Chief Jared McIver, am submitting a written request to hire applicant, Dedrick Anderson Jr., as a Minden Police Department, full-time Police Officer at \$15.00 an hour, non-exempt hourly status. Dedrick has successfully passed the civil service exam. Dedrick follows all job description requirements and would be a great addition to the department.

Thanking you in advance,

Chief Jared McIver

From: Ashley Krumholt Ashley.Krumholt@la.
Subject: Police Officer Exam Results
Date: Sep 15, 2023 at 9:34:36 AM
To: Dj.anderson318@gmail.com



OFFICE of
STATE EXAMINER

OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Dedrick Anderson,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on September 14, 2023, with a score of **88** percent. Your test score is valid beginning September 16, 2023. Therefore, your test score will expire on March 15, 2025.

SPECIAL NOTES:

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

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

Minden City Council Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(5) Personnel – Minden Police Department Transfer

Discussion:

Matthew Hicks – Transfer from Part-Time Police Officer to Full-Time Police Officer – Minden Police Department

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to confirm Matthew Hicks as a full-time police officer in the Minden Police Department, subject to passing all applicable tests.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

MEMO

DEPT. 10

TO: Mayor Nick Cox and Council Members
Cc: April Aguilar, HR
From: Chief Jared McIver
Date: 10/31/2023
Re: Police Officer Hire

I, Chief Jared McIver, am submitting a written request to hire applicant Matthew Hicks as a Minden Police Officer, full-time at \$15.00 an hour, non-exempt hourly status. Matthew Hicks who is currently employed as a part-time Police Officer complies with all job description requirements. Matthew Hicks has submitted a satisfactory civil service score. For this reason, I Chief Jared McIver highly recommend to hire Matthew Hicks as a full-time Police Officer. Thanking you in advance.

Sincerely,

Chief Jared McIver

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

Minden City Council Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(**b**) 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. Marvin White – 705 Carolina Street – District B

Curator Report to be presented by Kitchens Law Firm

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. Willie Combs, Jr. – 217 Main Street – District B

Curator Report to be presented by Kitchens Law Firm

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): _____

Paul E. Kitchens
Graydon K. Kitchens, III
Richard R. Ray
P. Nelson Smith, Jr.¹

Graydon K. Kitchens, Sr. (1988)
Robert F. Kennon, Sr. (1988)**
John B. Benton, Jr. (2009)
Graydon K. Kitchens, Jr. (2022)*

*Judge, 26th Judicial District (1978-1995)
**48th Governor of Louisiana
¹ Licensed in Louisiana and Mississippi



KITCHENS
— LAW FIRM —

Our Family Fighting For Your Family Since 1926.

October 18, 2023

CERTIFIED MAIL-RETURN RECEIPT REQUESTED
& REGULAR MAIL

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

COPY

Re: 705 Carolina Street

Dear Mr. White:

I previously mailed a letter to you on October 10, 2023 by certified mail and regular mail. However, it has come to my attention that you may not have received the correct letter in one of those envelopes because there was a mix-up in envelopes. So out of an abundance of caution, I am sending this letter to you by certified and regular mail with the correct information.

This letter will advise that I have been appointed curator ad hoc to represent you as an absentee owner of property located in Webster Parish, Minden, Louisiana. The property owned by you and situated at 705 Carolina Street, Minden, Louisiana, is more fully described as follows:

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

It has been brought to our attention by Building Inspector Mr. Brent Cooley, that this building or structure is in a dilapidated and dangerous condition which endangers the public welfare. He recommends the rehabilitation or demolition of this building or structure. The condemnation of the above described property will be heard by the Minden City Council at its next meeting on **November 6, 2023** at 6:30 p.m.

If I do not hear from you within the aforementioned time period, then I assume that you have no objection to the condemnation of this property. Please be advised that you have the right to hire an attorney to represent you in this matter. I am enclosing herein a copy of the letter from the Building Inspector for your review.

Very Truly Yours,

KITCHENS LAW FIRM

Paul E. Kitchens
Bar Roll No. 07430
paul@kitchenslawfirm.com

PEK/smb
Enclosures

cc: Mayor Nick Cox & Mr. Brent Cooley



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

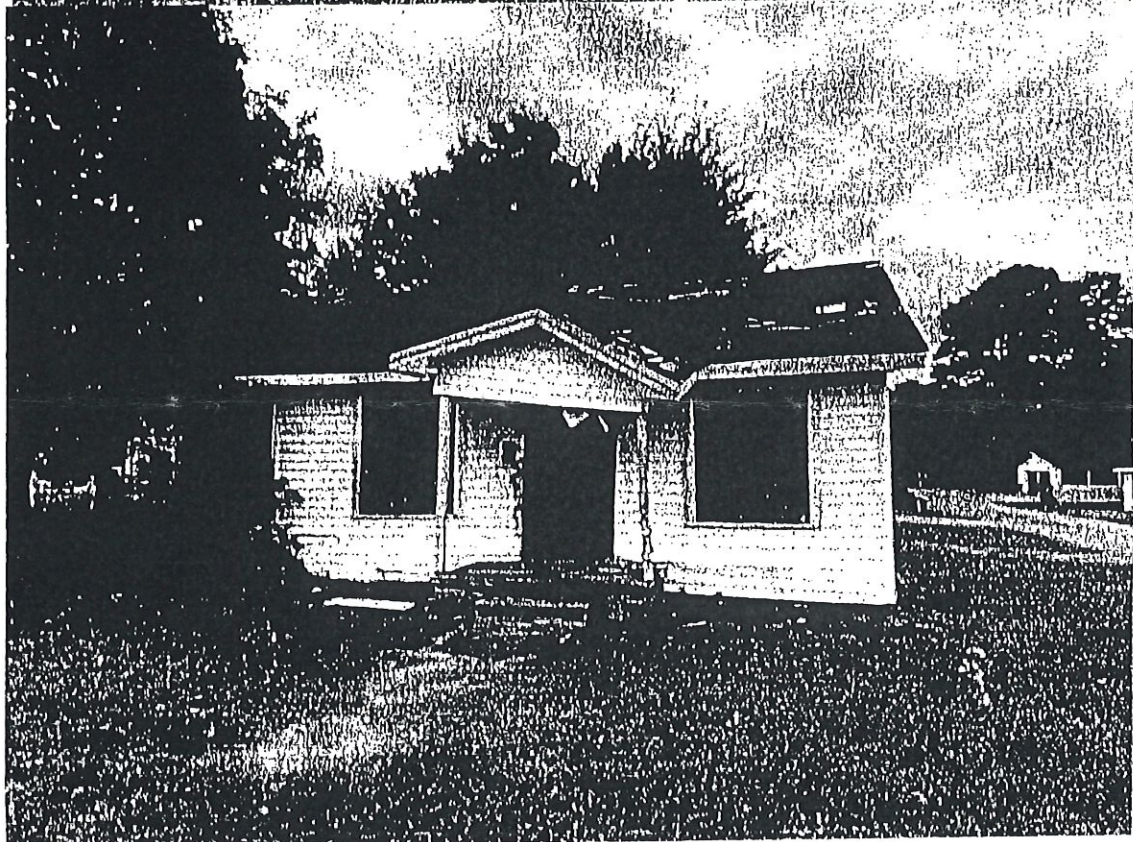
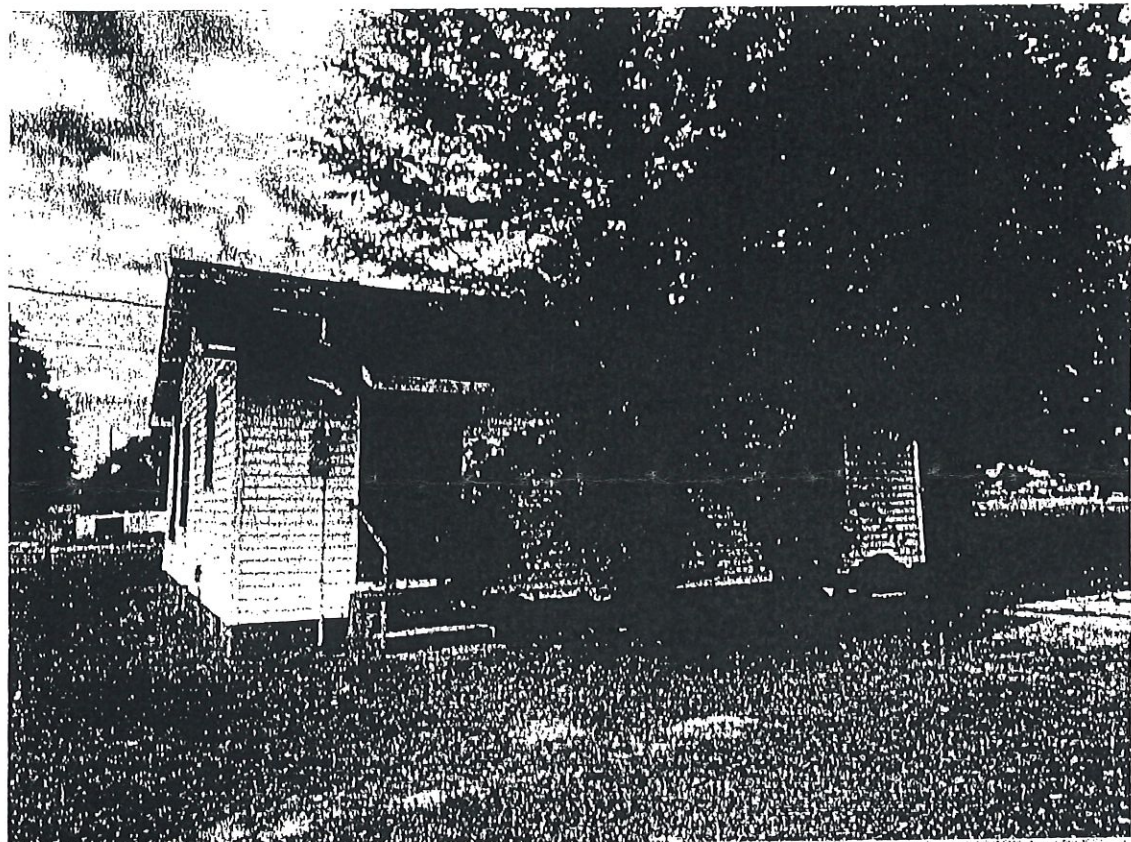
	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	✓				
Plumbing Drainage System	✓				
Foundation Walls & Piers		✓			
Unexcavated Area Vent/Drainage					
Exterior Walls & Columns		✓			
Roof Rafters & Sheathing	✓				
Roofing Material & Flashing	✓				
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 CAVING in - Multiple AREAS
No ACCESS TO INTERIOR, ASSESSMENT
MADE FROM EXTERIOR ONLY...*

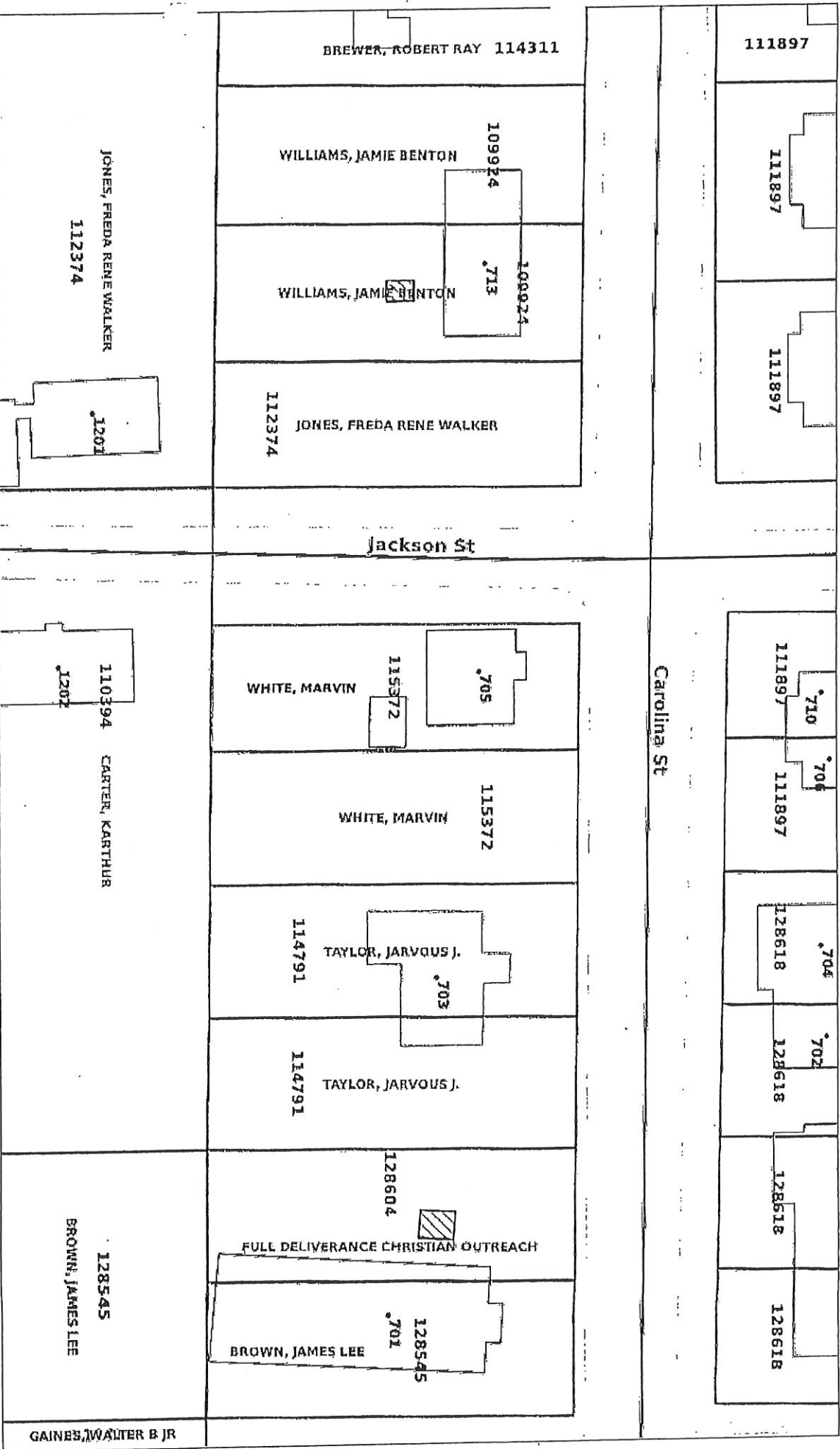
Blooly

Building Official

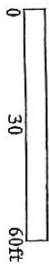


705 Carolina St. 9/12/2023

Geoportal Map



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705 CAROLINA ST

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

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In Transit to Next Facility

September 21, 2023

Departed USPS Regional Facility

NORTH HOUSTON TX DISTRIBUTION CENTER

September 17, 2023, 10:20 pm

See All Tracking History

Feedback

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

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- Certified Mail Restricted Delivery \$ _____
- Adult Signature Required \$ _____
- Adult Signature Restricted Delivery \$ _____

Postage

Total Postage and Fees

\$ _____

Sent To *Marynn White*

Street and Apt. No. or P.O. Box No.

1416 South Fry Rd

City, State, ZIP+4

Kan., TX 77450

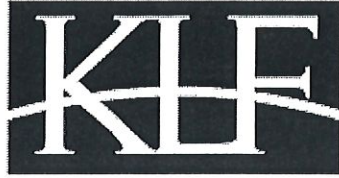
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Postmark
Here

Paul E. Kitchens
Graydon K. Kitchens, III
Richard R. Ray
P. Nelson Smith, Jr.¹

Graydon K. Kitchens, Sr. (1988)
Robert F. Kennon, Sr. (1988)**
John B. Benton, Jr. (2009)
Graydon K. Kitchens, Jr. (2022)*

*Judge, 26th Judicial District (1978-1995)
**48th Governor of Louisiana
¹ Licensed in Louisiana and Mississippi



KITCHENS
— LAW FIRM —

Our Family Fighting For Your Family Since 1926.

October 10, 2023

CERTIFIED MAIL-RETURN RECEIPT REQUESTED
& REGULAR MAIL

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

Re: 705 Carolina Street

COPY

Dear Mr. White:

This letter will advise that I have been appointed curator ad hoc to represent you as an absentee owner of property located in Webster Parish, Minden, Louisiana. The property owned by you and situated at 705 Carolina Street, Minden, Louisiana, is more fully described as follows:

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

It has been brought to our attention by Building Inspector Mr. Brent Cooley, that this building or structure is in a dilapidated and dangerous condition which endangers the public welfare. He recommends the rehabilitation or demolition of this building or structure. The condemnation of the above described property will be heard by the Minden City Council at its next meeting on **November 6, 2023** at 6:30 p.m.

If I do not hear from you within the aforementioned time period, then I assume that you have no objection to the condemnation of this property. Please be advised that you have the right to hire an attorney to represent you in this matter. I am enclosing herein a copy of the letter from the Building Inspector for your review.

Very Truly Yours,

KITCHENS LAW FIRM

Paul E. Kitchens
Bar Roll No. 07430
paul@kitchenslawfirm.com

PEK/smb
Enclosures

cc: Mayor Nick Cox ✓
Mr. Brent Cooley



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

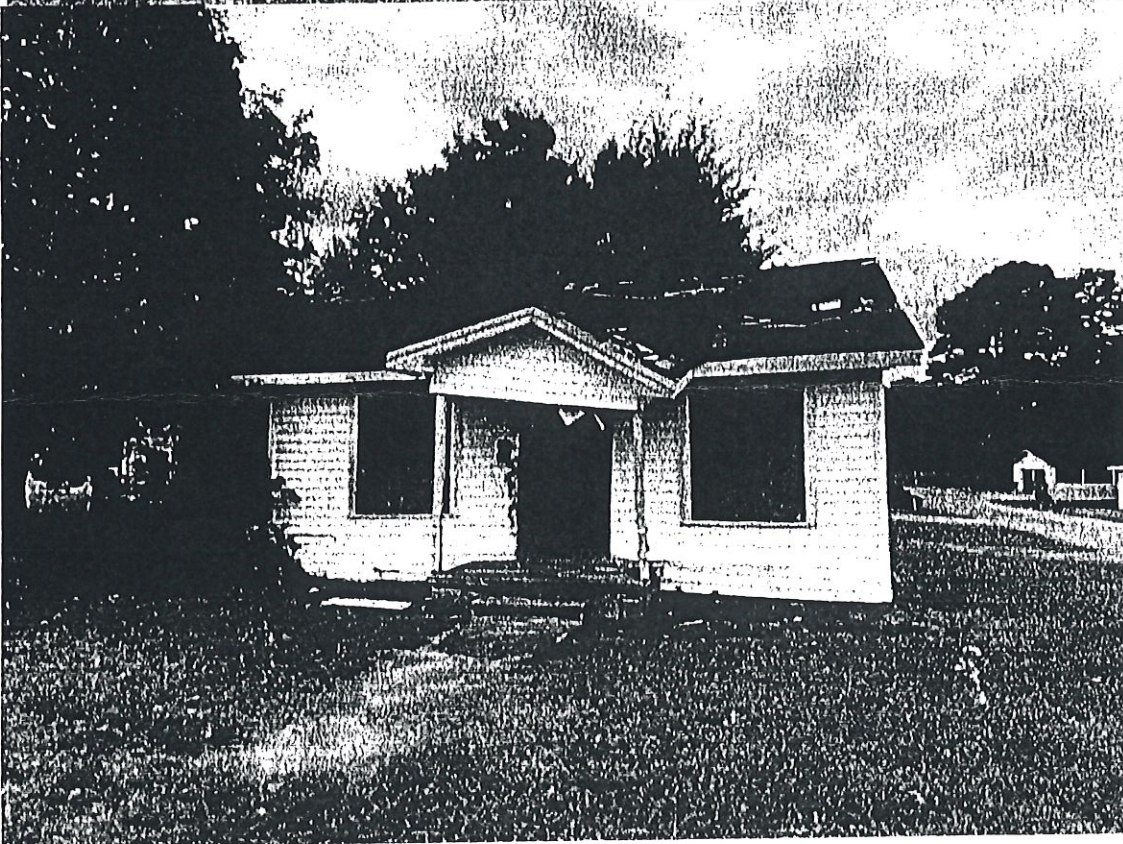
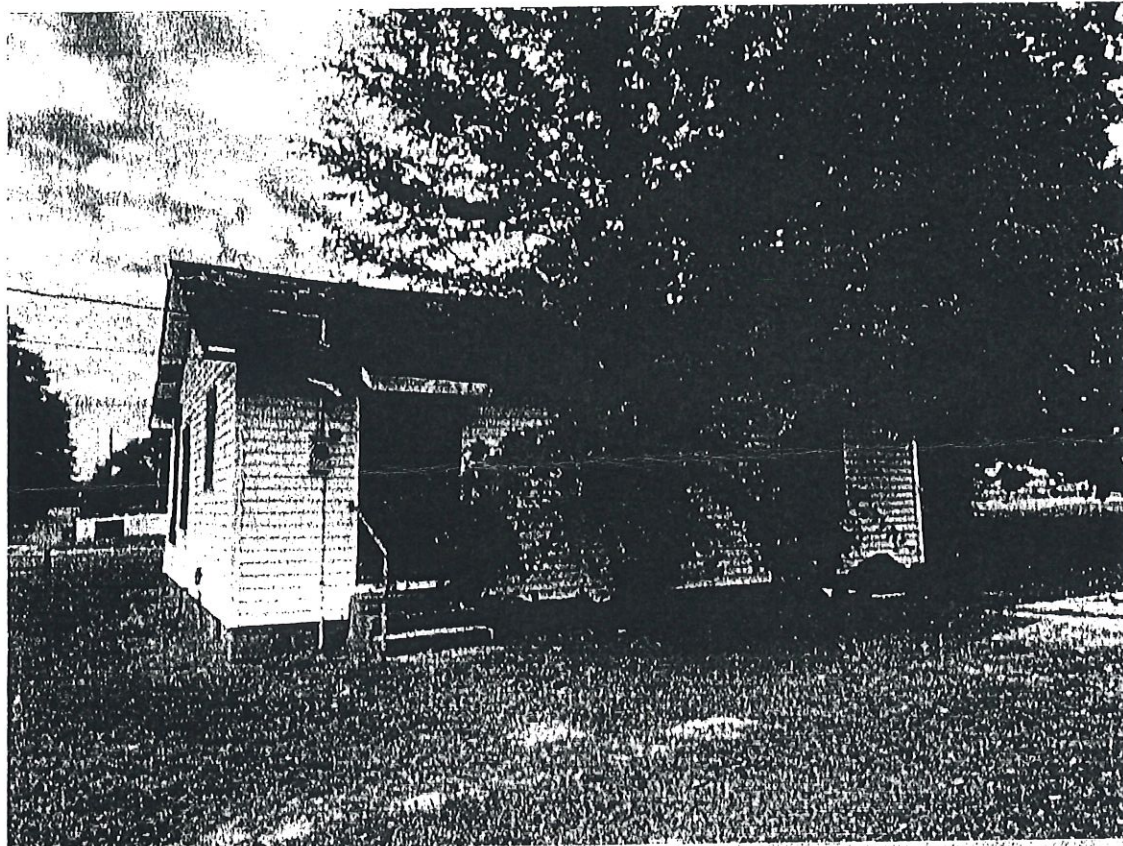
	Need Major Repair	Need Minor Repair	Need To Be Installed	Need To Be Increased	Remarks
Electric Service	✓				
Plumbing Drainage System	✓				
Foundation Walls & Piers		✓			
Unexcavated Area Vent/Drainage					
Exterior Walls & Columns		✓			
Roof Rafters & Sheathing	✓				
Roofing Material & Flashing	✓				
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 caving in - multiple areas
No access to interior, assessment
made from exterior only...*

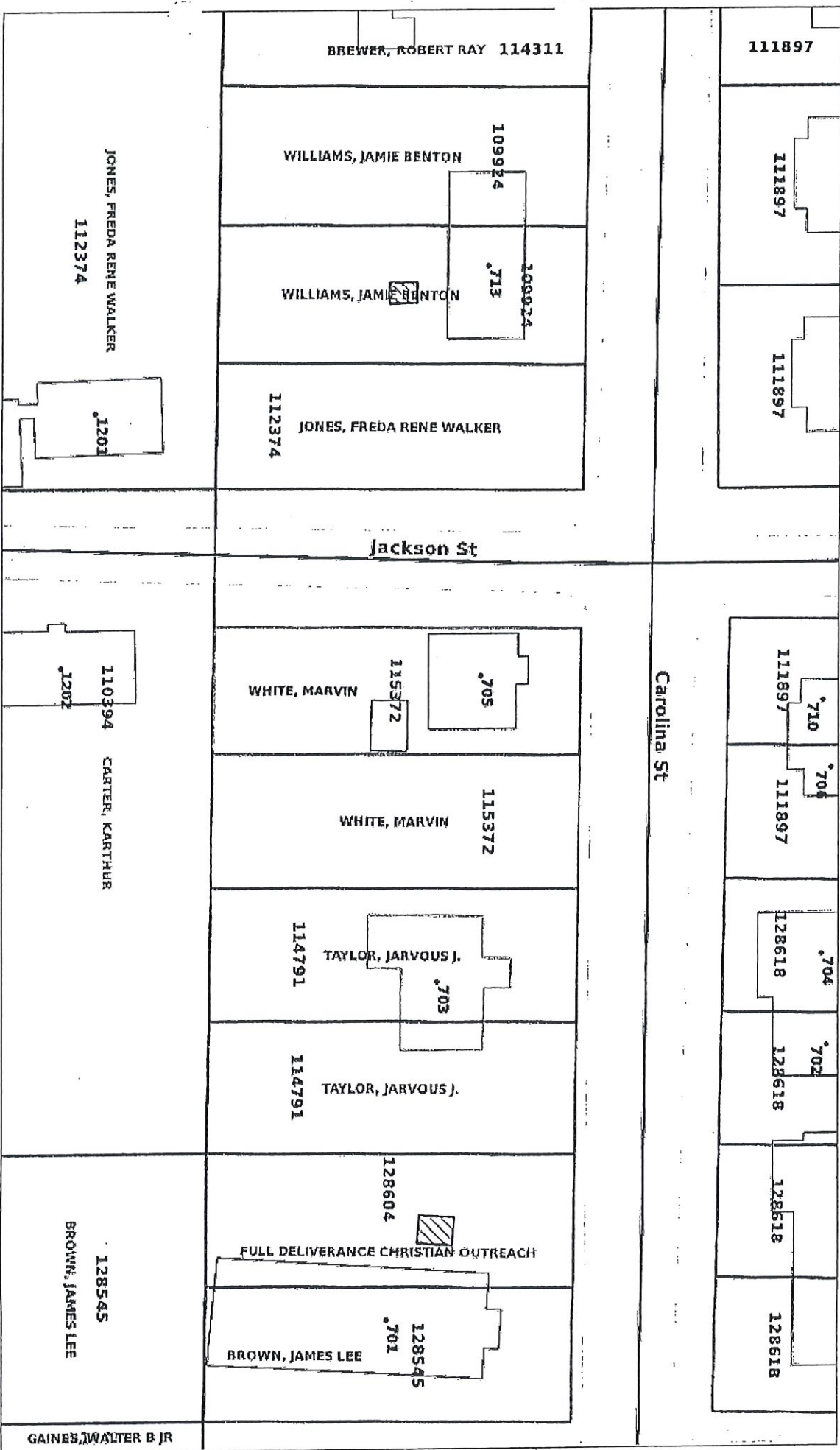
[Signature]

Building Official

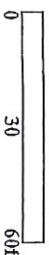


705 Carolina St. 9/12/2023

Geoportal Map



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705 CAROLINA ST

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 AddressC/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

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In Transit to Next Facility

September 21, 2023

Departed USPS Regional Facility

NORTH HOUSTON TX DISTRIBUTION CENTER

September 17, 2023, 10:20 pm

See All Tracking History

Feedback

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

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Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage

\$ _____

Total Postage and Fees

\$ _____

Sent to

Marilyn White

Street and Apt. No. or PO Box No.

4914 South Ivy Rd

City, State, ZIP+4

San, TX 77451

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

See Reverse for Instructions

Postmark
Here

Paul E. Kitchens
Graydon K. Kitchens, III
Richard R. Ray
P. Nelson Smith, Jr.¹

Graydon K. Kitchens, Sr. (1988)
Robert F. Kennon, Sr. (1988)**
John B. Benton, Jr. (2009)
Graydon K. Kitchens, Jr. (2022)*



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October 10, 2023

*Judge, 26th Judicial District (1978-1995)
**48th Governor of Louisiana
¹ Licensed in Louisiana and Mississippi

CERTIFIED MAIL-RETURN RECEIPT REQUESTED
& REGULAR MAIL

Mr. Willie Combs, Jr.
217 Main St.
Minden, Louisiana 71055

Mr. Willie Combs, Jr.
C/O TATANISA LEWIS
P O BOX 1233
MINDEN LA 71058

COPY

Re: 217 Main St., Minden, Louisiana

Dear Mr. Combs:

This letter will advise that I have been appointed curator ad hoc to represent you as an absentee owner of property located in Webster Parish, Minden, Louisiana. The property owned by you and situated at 705 Carolina Street, Minden, Louisiana, is more fully described as follows:

LOTS #58 & 59, WILLIAMSON JONES SURVEY OF MINDEN IN NE/4 OF NE/4 SEC. 28-19-9, STRIP 20 X 130 FT. ADJ. ON WEST SIDE OF LOT #58, STRIP 10 X 120 FT. ADJ. ON SOUTH SIDE OF LOTS#58 & 59 & STRIP 10 X 130 FT. ADJ. ON EAST SIDE OF LOT#59 IN NE/4 OF NE/4 SEC. 28-19-9 (FORMERLY ALLEYS)

It has been brought to our attention by Building Inspector Mr. Brent Cooley, that this building or structure is in a dilapidated and dangerous condition which endangers the public welfare. He recommends the rehabilitation or demolition of this building or structure. The condemnation of the above described property will be heard by the Minden City Council at its next meeting on **November 6, 2023** at 6:30 p.m.

If I do not hear from you within the aforementioned time period, then I assume that you have no objection to the condemnation of this property. Please be advised that you have the right to hire an attorney to represent you in this matter. I am enclosing herein a copy of the letter from the Building Inspector for your review.

Very Truly Yours,

KITCHENS LAW FIRM

Paul E. Kitchens
Bar Roll No. 07430
paul@kitchenslawfirm.com

PEK/smb
Enclosures

cc: Mayor Nick Cox ✓
Mr. Brent Cooley



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

June 14, 2023

CERTIFIED MAIL 7021 0950 0000 8782 5143

Willie Combs Jr.
217 Main 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: LOTS #58 & 59, WILLIAMSON JONES SURVEY OF MINDEN IN NE/4 OF NE/4 SEC. 28-19-9, STRIP 20 X 130 FT. ADJ. ON WEST SIDE OF LOT #58, STRIP 10 X 120 FT. ADJ. ON SOUTH SIDE OF LOTS #58 & 59 & STRIP 10 X 130 FT. ADJ. ON EAST SIDE OF LOT #59 IN NE/4 OF NE/4 SEC. 28-19-9 (FORMERLY ALLEYS)

The above property has the municipal address of **217 Main St.**

**Property Owner: Willie Combs Jr.
217 Main St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **3rd day of July, 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

CERTIFIED MAIL



OR LA 710

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06/16/2
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7021 0950 0000 8782 5143

Nick Cox, Mayor
www.mindenusa.com



city of
Minden

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

June 14, 2023

Willie Combs Jr.
217 Main St.
Minden, LA 71058

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UNABLE TO FORWARD

710233-583-63 80

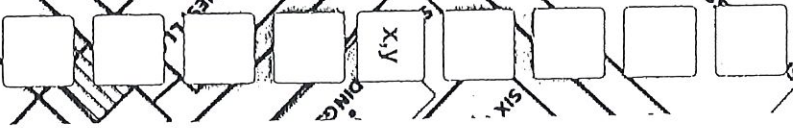
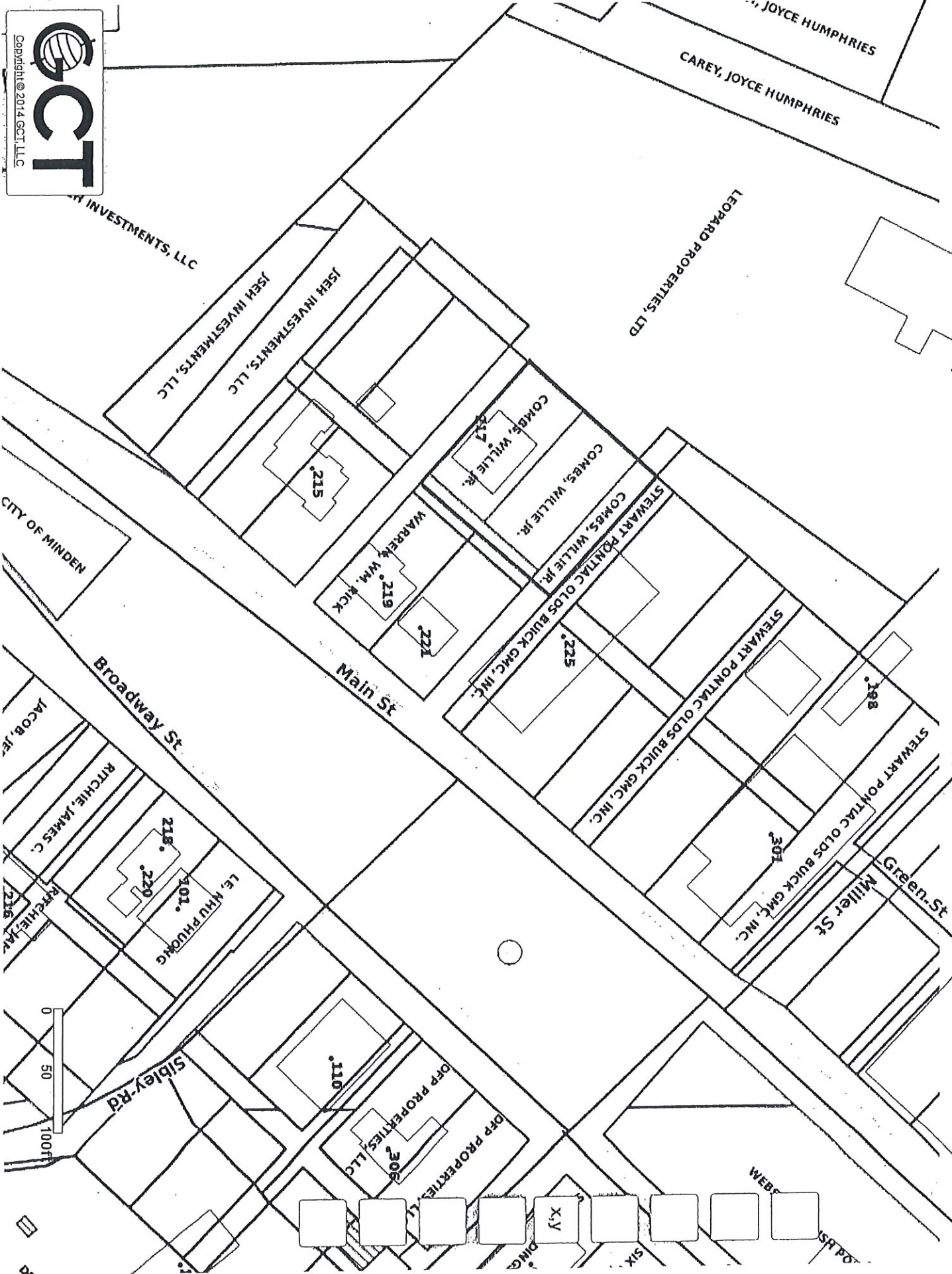
BC: 71058058080 *1155-03291



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217 Main St. 6/21/2023



BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN

Date 6/14/2023

Address 217 Main St Minden, LA Zone B-4

Owner Willie Combs Jr. Agent _____

Owner's Address same Phone # n/a

Type Occupancy Commercial 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 Official

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



Agenda Fact Sheet

Agenda Item:

(7) Budget/Financial Report for September 2023

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(8) Fire Report for October 2023

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council

Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Item

(9) Police Report

City Fines	\$6,811.50
District Attorney's Office	\$0.00
Crime Lab	\$540.00
City Court.....	\$653.00
Marshal's Office	\$600.00
Indigent Defender.....	\$870.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$40.00
Community Service.....	\$0.00
WARE Center	\$150.00
LA Commission on Law Enforcement	\$28.00
Off-Duty Witness Fee	\$242.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$60.00
LA Traumatic Head & Spinal Cord Injury Trust Fund.....	\$70.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$200.00
Judicial Education.....	\$7.00
TOTAL	\$10,271.50

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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

Minden City Council

Regular Session

Monday, November 6, 2023

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(10) Recognition of National Night Out 2023 Block Party Hosts

District A

1. Hillside Apartments – “1970s”
2. Kay and Jerald McGuire – “Meet and Greet Your Neighbors”

District B

1. Greater Blessing Church of God in Christ – “We Are Better When We Join Together!”

District C

No Parties

District D

1. Nelda Davis & Lindsay McClaran – No Theme

District E

No Parties