

Minden City Council
REGULAR SESSION



Monday, January 8, 2024 – 6:00 p.m.
City Hall – Council Chambers

AGENDA ITEMS

Prayer: Andy Pendergrass
Pledge: Carlton Myles

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 December 4, 2023**
- (2) Election of Mayor Pro Tempore for the Year 2024**
- (3) Appointment – City Clerk**
- (4) Appointment – Minden Municipal Fire and Police Civil Service Board**
- (5) Adopt Resolution – Authorizing Signatory Power to Sign Checks**
- (6) Adopt Resolution – Authorizing Credit Card Signatory Power**
- (7) Adopt Resolution – Adopting a Language Access Plan (LAP) for Limited English Proficiency Persons as Required to Receive LCDBG and Any Other Federal Funding**
- (8) Personnel – Minden Police Department Promotion**
- (9) Final Plat Approval – Lot Split of Property Facing Ryan’s Way**
- (10) Final Plat Approval – Lot Split of Property Facing Park Highway**
- (11) Budget/Financial Report for November 2023**
- (12) Fire Report for December 2023**
- (13) Police Report for November 2023**

Announcements – Council Comments – Adjournment

Minden City Council Regular Session

Monday, January 8, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session held on December 4, 2023

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on December 4, 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 DECEMBER 4, 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. 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.

Michael Roy moved to amend the printed agenda to add Item (9) Adopt Resolution – Regarding a Lease Purchase Agreement for the Purpose of Financing New SCBA Air Packs for the Minden Fire Department. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Carlton Myles moved to adopt the minutes of the Minden City Council Regular Session held on November 6, 2023, as presented. The motion was duly seconded by Latasha Mitchell and the vote was as follows. Aye(s): Carlton Myles, Levon Thomas, Latasha Mitchell, and Andy Pendergrass. Nay(s): None. Abstention(s): Michael Roy. Absence(s): None. The motion carried.

Upon motion by Andy Pendergrass and duly seconded by Michael Roy, the council unanimously adopted a Resolution Adopting the Louisiana Compliance Questionnaire for the Audit Period of 10/01/2022 – 09/30/2023, as presented. Abstention(s): None. Absence(s): None.

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

Upon motion by Andy Pendergrass and duly seconded by Levon Thomas, the council unanimously confirmed Hunter Buchanan as a full-time police officer in the Minden Police Department, subject to passing all applicable tests. Abstention(s): None. Absence(s): None.

Carlton Myles moved to authorize Mayor Cox to execute a purchase agreement for property on Recreation Drive, subject to attorney review. The motion was duly

seconded by Andy Pendergrass and the vote was as follows: Aye(s): Carlton Myles, Levon Thomas, Latasha Mitchell, and Andy Pendergrass. Nay(s): Michael Roy. Abstention(s): None. Absence(s): None. The motion carried.

The following action was taken regarding condemned property:

Barbara Miller 4502 N. Ripple Ridge Drive Houston, Texas 77053	505 Plateau Street South 70 ft. of Lot #8, Blk. "7", Harrell Hts. in SW/4 of NW/4 Sec. 27-19-9
--	---

Gregory Miller was present representing the property on behalf of the property owner. Miller asked for more time to rehabilitate the structure located on the property. 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 120 days of December 4, 2023. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

The Church of God in Christ c/o Superintendent Roy Hill 114 Kennedy Lane Minden, Louisiana 71055	707 Crichton Street Lot 50 x 150 ft. in NE/4 of NW/4 Sec. 28-19-9
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With no party representing the property owner present at the time this item was heard, Latasha Mitchell 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 December 4, 2023. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Esquire 2019, LLC 707 Benton Road, Suite 125 Bossier City, Louisiana 71111	514 Babb Circle Lot #9, Babb Addn., Unit #2
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With no party representing the property owner present at the time this item was heard, Latasha Mitchell 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 December 4, 2023. The motion was duly

seconded by Andy Pendergrass and the vote was unanimously in favor. Abstention(s):

None. Absence(s): None.

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

Fire Chief Brian Williams presented the Annual Fire Report for the Year 2023. Upon motion by Michael Roy and duly seconded by Latasha Mitchell, the council unanimously approved the Annual Fire Report, as presented.

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

Upon motion by Michael Roy and duly seconded by Levon Thomas, the council unanimously adopted a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing SCBA Air Packs for the Minden Fire Department, as presented. Abstention(s): None. Absence(s): None.

The Minden Police Department and Minden Police Association presented the Courage and Bravery Award to Colin Campbell and presented the Life Saving Award to Officer Logan Clingan. Other announcements and council comments were heard. The meeting was then adjourned.

Nick Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

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Minden City Hall - Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Election of Mayor Pro Tempore for the Year 2024

Discussion:

Mayor Nick Cox recommends the election of Andy Pendergrass, Council Representative for District E, as Mayor Pro Tempore for the Year 2024.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to elect Andy Pendergrass, Council Representative for District E, as Mayor Pro Tempore for the year 2024.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(3) Appointment – City Clerk

Discussion:

Mayor Nick Cox recommends the appointment of Melaney Langford as City Clerk.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to appoint Melaney Langford as City Clerk for the City of Minden for the 3-year term of January 1, 2024 through December 31, 2026, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(4) Appointment – Minden Municipal Fire and Police Civil Service Board

Discussion:

Mayor Nick Cox recommends the appointment of Tommy Davis to the Minden Municipal Fire and Police Civil Service Board.

Suggested Wording of Motion:

“Upon the recommendation of Mayor Nick Cox, I move to appoint Tommy Davis to the Minden Municipal Fire and Police Civil Service Board, as presented.”

MOTION: _____ SECOND: _____

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

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

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Agenda Fact Sheet

Agenda Item:

(5) Adopt Resolution – Authorizing Signatory Power

Discussion:

This resolution removes Michael Fluhr as City Clerk and Michael Roy as Mayor Pro Tempore and adds **Andy Pendergrass** as Mayor Pro Tempore and Elizabeth Campbell as Assistant City Clerk. Subject to council approval, Melaney Langford’s existing signatory power shall transfer to the position of City Clerk.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing **Andy Pendergrass** as Mayor Pro Tempore and Elizabeth Campbell as Assistant City Clerk to Sign Checks Drawn by this Municipal Corporation on Any Financial Institution in Custody of City of Minden Funds, Effective Upon Adoption, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

BE IT RESOLVED, that effective January 8, 2024, **Andy Pendergrass** was elected Mayor Pro Tempore for the 2024 calendar year; and

BE IT RESOLVED, that effective January 8, 2024, **Melaney Langford** was appointed as City Clerk for the City of Minden; and

BE IT RESOLVED, that effective January 8, 2024, Nick Cox, Mayor; **Andy Pendergrass**, Mayor Pro Tempore; **Melaney Langford**, City Clerk/Tax Officio; and Elizabeth Campbell, Assistant City Clerk be the only, duly authorized representatives to sign checks drawn by this municipal corporation on any financial institution in custody of City of Minden funds. Upon adoption, this resolution removes signatory power from Michael Fluhr and Michael Roy.

BE IT FURTHER RESOLVED, that only two (2) of the four (4) authorized signatures are required at any given time. In any case, one (1) authorized signature may be made electronically with a check signer, but the other signature must always be an original signature EXCEPT in the case of payroll checks, which may be entirely electronically signed. This also includes checks payable to the officers signing same.

BE IT FURTHER RESOLVED, that a copy of this resolution be furnished to said institutions which are hereby authorized to honor checks of this municipal corporation when so signed by the above-named officers in the manner provided unless and until the banks are expressly notified of the contrary by resolution of the Council.

The aforesaid resolution, having been submitted to a vote by motion and second of _____ and _____, respectively, was voted on as follows:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, this resolution was declared adopted on the ___ day of _____, 2024.

Nick Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

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Agenda Fact Sheet

Agenda Item:

(6) Adopt Resolution – Authorizing Credit Card Signatory Power

Discussion:

This resolution adds **Melaney Langford** as City Clerk.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing 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 required 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 **Melaney Langford**, City Clerk/Tax Officio, be authorized to sign credit card vouchers and obligate City of Minden funds in payment of any such legitimate charges. Melaney Langford is hereby granted credit card signatory power in addition to Nick Cox, Mayor; 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; Brian Williams, Chief of the Fire Department; and Taylor Wren, Director of Main Street.

The aforesaid resolution was read, considered, and adopted this ___ day of _____, 2024.

CERTIFICATE

I, **Melaney Langford**, 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 this ___ day of _____, 2024.

Nick Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council

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Agenda Fact Sheet

Agenda Item:

- (7) Adopt Resolution – Adopting a Language Access Plan (LAP) for Limited English Proficiency Persons as Required to Receive LCDBG and Any Other Federal Funding

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Adopting a Language Access Plan (LAP) for Limited English Proficiency Persons as Required to Receive LCDBG and Any Other Federal Funding, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

A RESOLUTION ADOPTING A LANGUAGE ACCESS PLAN FOR LIMITED ENGLISH PROFICIENCY PERSONS FOR THE LCDBG PROGRAM

WHEREAS, the City of Minden desires to obtain Louisiana Community Development Block Grant (LCDBG), Local Government Assistance Program (LGAP), Disaster Recovery Unit (DRU), and Community Water Enrichment Fund (CWEF) funds; and

WHEREAS, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP Persons);

NOW, THEREFORE BE IT RESOLVED that the following Language Access Plan for Limited English Proficiency Persons is adopted for use by the City of Minden to comply with requirements for federal funding;

2024 State of Louisiana City of Minden Language Access Plan for Limited English Proficiency Persons

I. Introduction

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons). The City of Minden is a recipient of federal funds for a portion of its programs and, thus obligated to reduce language barriers that can preclude meaningful access by LEP persons to Minden's Programs. The City has prepared this Language Access Plan (LAP), which defines the actions to be taken to ensure meaningful access to agency services, programs, and activities on the part of persons who have limited English proficiency.

In preparing this LAP, the City of Minden conducted a four-factor analysis, considering (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the City or its federally funded programs, (2) frequency with which LEP persons come into contact with the City's programs, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. The City will review and update, on an annual basis, this LAP in order to ensure continued responsiveness to community needs.

II. Description of Covered Program(s)

The City of Minden administers the following federal and state grant program(s):

- A. Louisiana Community Development Block Grant Program (LCDBG)
The LCDBG Program is a federally funded (HUD) program which provides grants to units of local government in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Grants are made to these communities for primary needs such as potable water, water for fire protection, sewer, streets, and economic development activities.
- B. Local Government Assistance Program (LGAP)
LGAP funds are used to assist units of local government for needed infrastructure and long-term capital improvements in rural areas. The LGAP Program is designed to fill the gaps where there are no federal or other funds available to assist a unit of local government with an identified high priority need. Priority is given to those projects which identify and resolve basic human health and safety needs.
- C. Disaster Recovery Unit (DRU)
HUD CDBG Disaster allocations dedicated to recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. These funds have and continue to be allocated to recovery in the storm-impacted areas.
- D. Community Water Enrichment Fund (CWEF)

The purpose of the Community Water Enrichment Fund (CWEF) is to assist units of local government with funding for needed infrastructure and long-term capital improvements for potable water projects in rural areas. The CWEF Program is designed to fill the gaps where there are no federal or other state funds available to assist a unit of local government with an identified high priority need for potable water improvements. Priority is given to those projects which identify and resolve basic human health and safety needs.

III. Four-factor Analysis

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the City of Minden will undertake to provide access to the covered programs for LEP persons.

A. Number or proportion of LEP persons eligible to be served or likely to be encountered by the City of Minden or its federally funded programs. Per the 2016-2020 American Community Survey 5-Year estimates, the City's population is 11,928.

Approximately 97.4% of the City's population speaks English, and 2.6% speak a language other than English. 0.8% of the City's population speaks Spanish or Spanish Creole, and 1.5% speak other Indo-European languages and 0.3% speak Asian and Pacific Island Languages. No other ethnicity has a sizeable limited English proficiency.

The table below shows the LEP percentages for each of the above mentioned languages.

Language 1 (name)	Population That Speaks a Language Other Than English	LEP Number	LEP % of Total Minden Population
Spanish/Spanish Creole	88	39	0.8%
Other Indo-European	171	69	1.5%
Asian and Pacific Island	29	21	0.3%

1. LCDBG – Eligible applicants to the LCDBG program are non-entitlement communities in Louisiana, which includes the City of Minden.
 2. LGAP – All Louisiana municipalities and parishes are eligible to apply for funds excluding the HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.
 3. DRU – The DRU translates actions plans into Vietnamese and Spanish based on census data for impacted areas.
 4. CWEF – All Louisiana municipalities and parishes are eligible to apply for funds excluding the HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.
- B. Frequency with which LEP persons come into contact with the programs
1. LCDBG – Throughout the history of the LCDBG Program the City has not encountered a LEP person.
 2. LGAP – There are no direct beneficiaries of the LGAP; all funds are granted to local governments.
 3. DRU – DRU does not have any record of encounters with LEP persons.
 4. CWEF – There are no direct beneficiaries of the CWEF Program; all funds are granted to local governments.
- C. Nature and importance of the program, activity, or service provided by the program
1. LCDBG – While LCDBG programs deal mostly with public infrastructure, there is some direct benefit to the beneficiaries of sewer and water hook-ups on private property. Gathering of income data in order to determine income level can result in contacting a LEP person(s). Also, CDBG has a Citizen

Participation requirement in order for the City to identify the community development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.

2. LGAP – There is no direct benefit in this program.
3. DRU – DRU has various types of programs and participates in direct benefit activities. Also, CDBG has a Citizen Participation requirement in order for the City to identify the community development needs and priorities. It will be necessary to ensure proper communication in order to complete these tasks.
4. CWEF – There is no direct benefit in this program.

D. Resources available and costs to the recipient

1. LCDBG – Documents determined to be a vital will be translated when contact is made with an LEP person and a language is identified. If necessary, the document will be faxed or emailed to a telephone interpreter for immediate translation by phone. Language assistance measures will be determined as needed upon initial contact and language identification. Also, written translation is available through computer software.
2. LGAP – No resources are needed, as there are not documents produced which are necessary for public viewing.
3. DRU - Documents determined to be a vital will be translated when contact is made with an LEP person and a language is identified. If necessary, the document will be faxed or emailed to a telephone interpreter for immediate translation by phone. Language assistance measures will be determined as needed upon initial contact and language identification. Also, written translation is available through computer software.
4. CWEF - No resources are needed, as there are not documents produced which are necessary for public viewing.

IV. Actions to be taken by the City of Minden

After careful consideration of the four-factors identified above, the City of Minden will take the following actions:

- A. The City has appointed the following Language Access Coordinator to serve for all programs:
 1. Michael Fluhr, City Clerk, P.O. Box 580, Minden, LA 71058.
- B. The City's LAP will be distributed to all City's office employees.
- C. All City office employees and the Language Access Coordinator will maintain and be trained to use an I Speak Language Identification Document for use during encounters with LEP persons. After the appropriate language has been identified, the City's Receptionist will contact the Language Access Coordinator for further instructions. If the need to access services is identified either by phone or email, the City's staff shall immediately contact their Language Access Coordinator who will take appropriate action to ensure meaningful communication.

CERTIFICATE

I, **Melaney Langford**, Clerk of the City of Minden, hereby certify that the attached constitutes a true and accurate copy of a Policy, which UPON MOTION and second of _____ and _____, respectively, was adopted by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

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

Melaney Langford, Clerk
City of Minden, Louisiana

Minden City Council

Regular Session

Monday, January 8, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(8) Personnel – Minden Police Department Promotion

Discussion:

Police Sergeant Shawn Griffith to the rank of Police Lieutenant

DOH: 02/06/2018

Officer Griffith has passed the Fire and Police Civil Service Board Police Lieutenant Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Sergeant Michael Shawn Griffith to the rank of Police Lieutenant, 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: December 27, 2023

Re: Departmental Promotion

The Minden Police Department has a current opening at the position of Police Lieutenant. It is my recommendation, and mandated under Louisiana Revised Statute RS 33:2554, that Sergeant Michael Shawn Griffith, be promoted to the rank of Police Lieutenant.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jared McIver'.

For - Chief Jared McIver

**MINDEN FIRE AND POLICE CIVIL SERVICE BOARD
520 BROADWAY
MINDEN, LA. 71055**

DATE: AUGUST 11, 2023

DEAR: MICHAEL S. GRIFFITH,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON JULY 12, 2023, FOR THE CLASS
OF POLICE LIEUTENANT, WITH A SCORE OF 87% PERCENT.
YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE LIEUTENANT ON AUGUST 10, 2023. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON AUGUST 10, 2027.



SECRETARY

RONALD PAYTON
520 BROADWAY
MINDEN, LA. 71055
(318) 371-4226

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(9) Final Plat Approval – Lot Split of Property Facing Ryan’s Way

Discussion:

The Minden Planning Commission approved the preliminary plans for a lot split of property for Douglas Culpepper on property facing Ryan’s Way.

See attached.

Suggested Wording of Motion:

“I move to approve the final plat for the lot split of property belonging to Douglas Culpepper that faces Ryan’s Way, as presented.”

MOTION: _____ SECOND: _____

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

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

MEMORANDUM

Building & Inspection Department

**TO: MAYOR NICK COX
CITY COUNCIL**

FROM: BRENT COOLEY

DATE: DECEMBER 22, 2023

**SUBJECT: FINAL PLAT APPROVAL – LOT SPLIT ON PROPERTY FOR DOUGLAS
CULPEPPER**

Attached please find the application for approval of the final plat for a lot split on property for Douglas Culpepper facing Ryan's Way. In my opinion, everything appears to be in order for approval of this final plat noting that any legally non-conforming conditions, particularly in regard to utility services tied together or crossing the other tracts, created by this lot split will be the sole responsibility of the property owners.

Will you please add this to the council agenda for January 8, 2023?

The preliminary plan for this lot split was approved by the Minden Planning Commission on December 4th, 2023.

If you should have any questions, please let me know.

Attachments

PROCEEDINGS OF THE MINDEN PLANNING COMMISSION OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON DECEMBER 7th, 2023.

The Minden Planning Commission met at City Hall, Minden, Louisiana at 10:00 a.m. Members present: Chairman; Morris Busby, Chairpersons; Braley Raborn, Joean McWoodson, Steve Wilson. Also attending: Brent Cooley, Building Official. Absent: Michael Davis.

Steve Wilson made a motion to approve the minutes from the November 2nd, 2023, meeting as presented. The motion was seconded by Joean McWoodson and it carried unanimously.

(1) **Douglas Culpepper** – Luke Pearson was present to represent the property owner on his request for preliminary approval of a lot split on property facing Ryan’s Way (legal description attached).

A motion was made by Braley Raborn to **APPROVE** the preliminary lot split for the property facing Ryan’s Way. The motion was duly seconded by Steve Wilson and it carried unanimously.

(2) **Kyndall Hawkins** – Diana Jones was present to represent the property owner on her request for preliminary approval of a lot split on property facing Park Highway (legal description attached).

A motion was made by Braley Raborn to **APPROVE** the preliminary lot split for the property facing Park Highway. The motion was duly seconded by Joean McWoodson and it carried unanimously.

Everyone was reminded that this recommendation will be made to the City Council at the January 8th, 2024, regular session and Council will be final.

With no other business on the agenda, a motion was made by Joean McWoodson to adjourn the meeting. The motion was duly seconded by Braley Raborn and it carried unanimously.

Morris Busby, Chairperson

Legal Description 1: LOT NO. 6. CELTIC COMMERCIAL PARK, UNIT NO. 1.

Legal Description 2: A 0.59 ACRE, MORE OR LESS, TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW/4 OF NE/4.)

APPLICATION FOR ZONING AMENDMENT
MINDEN PLANNING COMMISSION

Name and Address of Applicant: <i>Douglas Culpepper</i> <i>2020 Nursery Rd</i> <i>Dubberly LA 71024</i>	Date Received: <i>10/31/23</i>
Telephone <i>318-347-1480</i>	Advertised for <i>11/15/23</i> Public Hearing: <i>11/22/23</i> <i>11/29/23</i>

Applicant's Interest in Property <i>Owner, Agent, Option Holder, etc.)</i>	Name and Address of Property Owner <i>Same</i>
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Legal Description of Property (Attach Additional Sheet If Necessary)

Lot No. 6, Celtic Commercial Park, Unit No. 1

Street Address of Property	Present Zoning Classification
	Desired Zoning Classification
	Approved Zoning Classification

Intended Use of Property (Including any improvements to be made)

Division of Property

Date Construction will Begin if Rezoning or Variance is Granted:

Attach to this Application:

**1. Sketch plan showing dimensions of property, relationship to adjacent streets, location of existing and proposed buildings, parking areas, etc. (Plat can be obtained from the Parish Tax Assessor.)

**2. Listed names and mailing addresses of the owners of ALL property lying within 300 feet of the property proposed for zoning changes.

** This information can be obtained from Parish Tax Assessor but please give them at least 24 hrs. notice.

3. A check for \$ 100.00 made out to the City of Minden.

I understand that the \$ 100.00 fee will be required to cover the cost of legal advertisement of public hearing and other expenses incident to processing this application.

Douglas B Culpepper 10/30/23
Signature of Applicant Date

Note: It is expected that the applicant or his representative attend the hearing to provide specific information concerning this application.

MEETING DATE: December 7th 2023 MEETING TIME: 10:00 AM

RESUBDIVISION OF LOT NO. 6, CELTIC COMMERCIAL PARK, UNIT NO. 1, FOR RALPH L. RENZI, DANITA KAY DOISE RENZI, DOUGLAS B. CULPEPPER AND DONNA KAY GOODWIN CULPEPPER

DESCRIPTIONS:

Lot No. 6: A 1.88 acrt. more or less, tract of land being Lot No. 6, Celtic Commercial Park, Unit No. 1, a subdivision located in the Southwest Quarter of the Southeast Quarter (SW/4 of SE/4), the Southeast Quarter of the Southwest Quarter (SE/4 of SW/4), Section 35, Township 19 North, the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), and the Northeast Quarter of the Northwest Quarter (NE/4 of NW/4), Section 2, Township 18 North, all in Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 4, at Page 68.

Lot No. 6-A: A 0.65 acrt. more or less, tract of land being a portion of Lot No. 6, Celtic Commercial Park, Unit No. 1, a subdivision located in the Southwest Quarter of the Southeast Quarter (SW/4 of SE/4), the Southeast Quarter of the Southwest Quarter (SE/4 of SW/4), Section 35, Township 19 North, the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), and the Northeast Quarter of the Northwest Quarter (NE/4 of NW/4), Section 2, Township 18 North, all in Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 4, at Page 68, being more particularly described as follows:

Begin at a found 1/2 inch iron rod located on the East right of way of Ryan's Way, marking the Southeast Corner of said Lot No. 6, and run North 00 degrees 38 minutes 09 seconds East for a distance of 154.61 feet along said right of way, to a set 1/2 inch iron rod; thence run along a curve to the right having a radius of 39.96 feet and an arc length of 5.50 feet, being subtended by a chord of 5.49 feet along said right of way, to a set 1/2 inch iron rod, for the Point of Beginning; thence continue along a curve to the right having a radius of 39.96 feet and an arc length of 29.81 feet, being subtended by a chord of North 29 degrees 52 minutes 42 seconds East for a distance of 29.13 feet to a set 1/2 inch iron rod; thence run along a curve to the left having a radius of 86.00 feet and an arc length of 76.21 feet, being subtended by a chord of North 25 degrees 50 minutes 12 seconds East for a distance of 73.74 feet along said right of way, to a found 1/2 inch iron rod with a tall 1/2 inch rebar guard, marking the Northwest Corner of said Lot No. 6; thence run South 89 degrees 30 minutes 51 seconds East for a distance of 289.04 feet to a found 1/2 inch iron rod marking the Northeast Corner of said Lot No. 6; thence run South 00 degrees 38 minutes 09 seconds West for a distance of 92.75 feet along the East line of said Lot No. 6, to a set 1/2 inch iron rod; thence run North 89 degrees 23 minutes 17 seconds West for a distance of 334.66 feet to the Point of Beginning.

Lot No. 6-B: A 1.23 acrt. more or less, tract of land being a portion of Lot No. 6, Celtic Commercial Park, Unit No. 1, a subdivision located in the Southwest Quarter of the Southeast Quarter (SW/4 of SE/4), the Southeast Quarter of the Southwest Quarter (SE/4 of SW/4), Section 35, Township 19 North, the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), and the Northeast Quarter of the Northwest Quarter (NE/4 of NW/4), Section 2, Township 18 North, all in Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 4, at Page 68, being more particularly described as follows:

Begin at a found 1/2 inch iron rod located on the East right of way of Ryan's Way, marking the Southeast Corner of said Lot No. 6, for the Point of Beginning, and run North 00 degrees 38 minutes 09 seconds East for a distance of 154.61 feet along said right of way, to a set 1/2 inch iron rod; thence run along a curve to the right having a radius of 39.96 feet and an arc length of 5.50 feet, being subtended by a chord of North 04 degrees 33 minutes 46 seconds East for a distance of 5.49 feet to a set 1/2 inch iron rod, for the Point of Beginning; thence continue along a curve to the right having a radius of 39.96 feet and an arc length of 29.81 feet, being subtended by a chord of North 04 degrees 33 minutes 46 seconds East for a distance of 29.13 feet to a set 1/2 inch iron rod, for the Point of Beginning; thence run along a curve to the left having a radius of 86.00 feet and an arc length of 76.21 feet, being subtended by a chord of North 25 degrees 50 minutes 12 seconds East for a distance of 73.74 feet along said right of way, to a found 1/2 inch iron rod marking the Southeast Corner of said Lot No. 6; thence run North 89 degrees 23 minutes 17 seconds West for a distance of 334.66 feet to the Point of Beginning.

These descriptions are based on plat or map recorded in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 4, at Page 68 on August 01, 2000.

OCTOBER 24, 2023
DRAWING #: 23-1988

Curve	Radius	Length	Chord Bear.	Chord
C1	39.96'	5.50'	N 04°33'46" E	5.49'
C2	39.96'	29.81'	N 29°52'42" E	29.13'
C3	86.00'	76.21'	N 25°50'12" E	73.74'

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

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

This property is located in Flood Zone "X", an area determined to be outside the 100-year Flood Hazard Area, as shown on the Flood Hazard Map of the Parish of Webster Parish, Louisiana, prepared by the Louisiana Department of Transportation and Development, Division of Flood Control, in 2010.

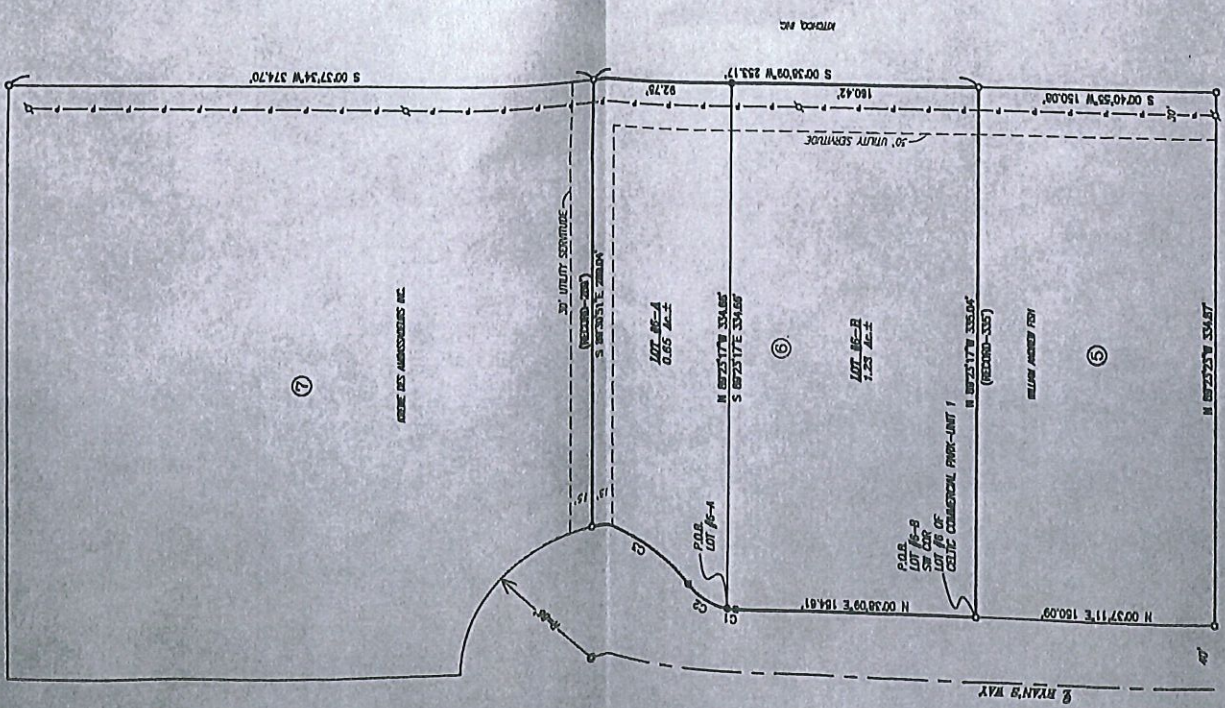
This property is located within the incorporated limits of Minden, Louisiana.

Books of bearings, bearings are based on grid North (NAD 83) for GNSS/MAP-4 (GNS). Observations performed using Topcon DTM 100 and RTK network service.

All servitudes and rights of way shown herein were located by observation and shown on the ground. Additional property may exist, affecting the surveyed property may exist.

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

Survey based on information provided by owner.



LEGEND

- FOUND IRON PIPE/ROD
- FOUND DOME HEAD SPIRE
- ⊙ SET 1/2" IRON ROD
- ⊘ POWER POLE
- Ⓢ LOT NUMBER (TYP)
- POWER LINE

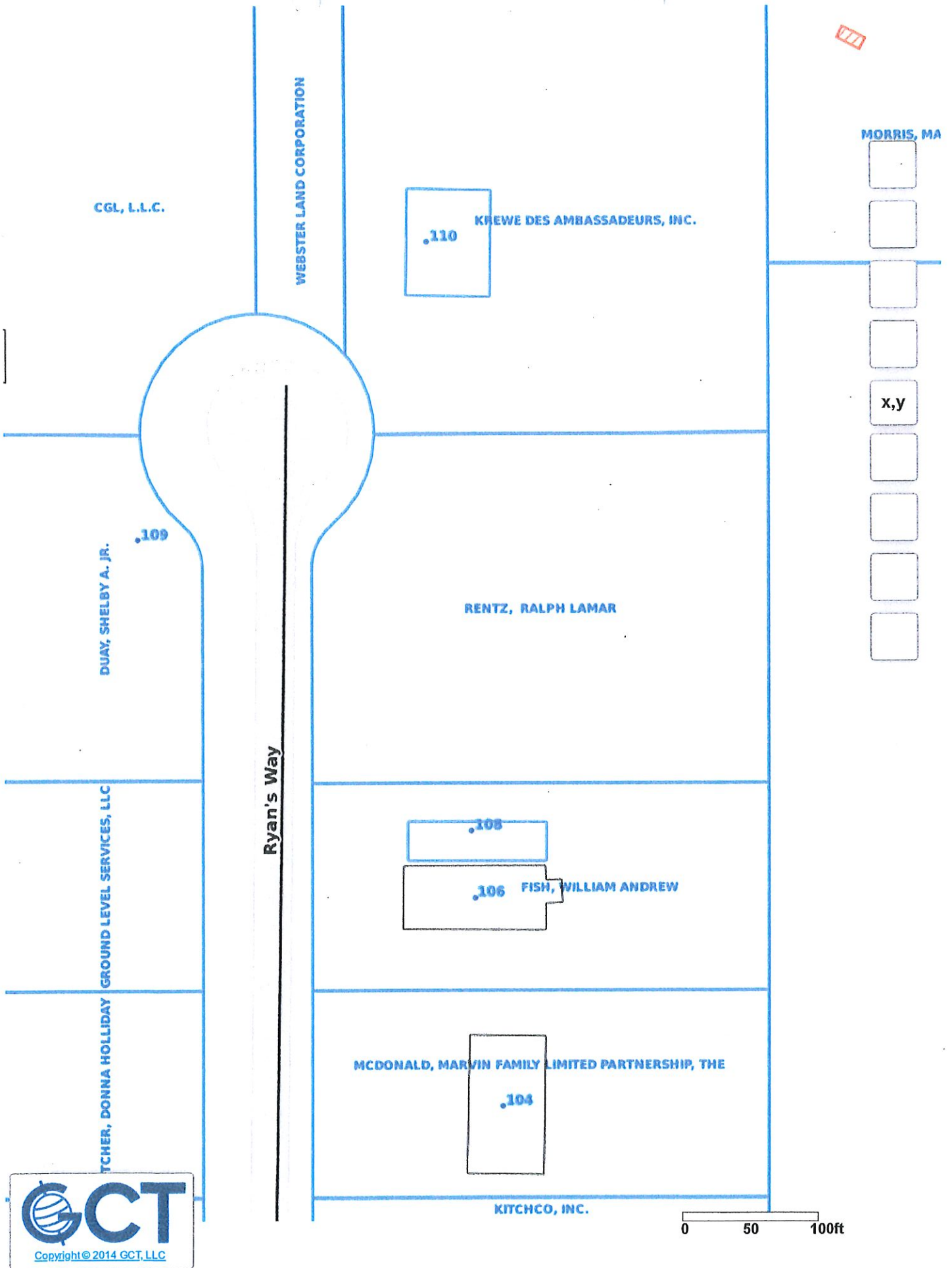
(From the subdivision map/plat, do hereby certify the copy of this plat is correct.)

- RALPH RENZI _____ DATE _____
- DANITA KAY RENZI _____ DATE _____
- DOUGLAS B. CULPEPPER _____ DATE _____
- DONNA KAY GOODWIN CULPEPPER _____ DATE _____
- APPROVED: _____
- NOTARY-CERT OF MINDEN _____ DATE _____

STATE OF LOUISIANA
PAUL W. CULPEPPER
REC. NO. 4817
REGISTERED
PROFESSIONAL
LAND SURVEYOR

116 West St., Minden, La. 70458
(504) 877-8100

Scale 1" = 100'
Location 23-19-88
Date October 24, 2023



PUBLIC NOTICE

Minden Planning Commission Meeting

December 7, 2023 – 10:00 a.m.

Pelican Room - Minden City Hall

On the agenda is a request from Douglas Culpepper for preliminary approval of a lot split on property owned him facing Ryan's Way.

Legal Description: LOT NO. 6. CELTIC COMMERCIAL PARK, UNIT NO. 1.

All interested parties will be given a chance to be heard.

To be advertised in the **legal section** of the official journal on **November 15, November 22, and November 29, 2023.**

Nov 29th 2023

PUBLIC NOTICE

*Minden Planning
Commission Meeting*

**December 7, 2023 –
10:00 a.m.**

*Pelican Room - Minden
City Hall*

On the agenda is a request from Douglas Culpepper for preliminary approval of a lot split on property owned him facing Ryan's Way.

Legal Description:
LOT NO. 6, CELTIC
COMMERCIAL PARK,
UNIT NO. 1.

All interested parties will be given a chance to be heard.

**November 15, 2023
November 22, 2023
November 29, 2023
Minden Press Herald**

Nov 22nd 2023

PUBLIC NOTICE

*Minden Planning
Commission Meeting*

**December 7, 2023 –
10:00 a.m.**

*Pelican Room - Minden
City Hall*

On the agenda is a request from Douglas Culpepper for preliminary approval of a lot split on property owned him facing Ryan's Way.

Legal Description:
LOT NO. 6, CELTIC
COMMERCIAL PARK,
UNIT NO. 1.

All interested parties will be given a chance to be heard.

**November 15, 2023
November 22, 2023
November 29, 2023
Minden Press Herald**

11/15/23

PUBLIC NOTICE

*Minden Planning
Commission Meeting*

**December 7, 2023 –
10:00 a.m.**

*Pelican Room - Minden
City Hall*

On the agenda is a request from Douglas Culpepper for preliminary approval of a lot split on property owned him facing Ryan's Way.

Legal Description:
LOT NO. 6, CELTIC
COMMERCIAL PARK,
UNIT NO. 1.

All interested parties will be given a chance to be heard.

**November 15, 2023
November 22, 2023
November 29, 2023
Minden Press Herald**

Minden City Council Regular Session

Monday, January 8, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(10) Final Plat Approval – Lot Split of Property Facing Park Highway

Discussion:

The Minden Planning Commission approved the preliminary plans for a lot split of property for Kyndall Hawkins on property facing Park Highway.

See attached.

Suggested Wording of Motion:

“I move to approve the final plat for the lot split of property belonging to Kyndall Hawkins that faces Park Highway, as presented.”

MOTION: _____ SECOND: _____

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

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

MEMORANDUM

Building & Inspection Department

**TO: MAYOR NICK COX
CITY COUNCIL**

FROM: BRENT COOLEY

DATE: DECEMBER 22, 2023

**SUBJECT: FINAL PLAT APPROVAL – LOT SPLIT ON PROPERTY FOR KYNDALL
HAWKINS**

Attached please find the application for approval of the final plat for a lot split on property for Kyndall Hawkins facing Park Highway. In my opinion, everything appears to be in order for approval of this final plat noting that any legally non-conforming conditions, particularly in regard to utility services tied together or crossing the other tracts, created by this lot split will be the sole responsibility of the property owners.

Will you please add this to the council agenda for January 8, 2023?

The preliminary plan for this lot split was approved by the Minden Planning Commission on December 4th, 2023.

If you should have any questions, please let me know.

Attachments

PROCEEDINGS OF THE MINDEN PLANNING COMMISSION OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON DECEMBER 7th, 2023.

The Minden Planning Commission met at City Hall, Minden, Louisiana at 10:00 a.m. Members present: Chairman; Morris Busby, Chairpersons; Braley Raborn, Joean McWoodson, Steve Wilson. Also attending: Brent Cooley, Building Official. Absent: Michael Davis.

Steve Wilson made a motion to approve the minutes from the November 2nd, 2023, meeting as presented. The motion was seconded by Joean McWoodson and it carried unanimously.

(1) **Douglas Culpepper** – Luke Pearson was present to represent the property owner on his request for preliminary approval of a lot split on property facing Ryan’s Way (legal description attached).

A motion was made by Braley Raborn to **APPROVE** the preliminary lot split for the property facing Ryan’s Way. The motion was duly seconded by Steve Wilson and it carried unanimously.

(2) **Kyndall Hawkins** – Diana Jones was present to represent the property owner on her request for preliminary approval of a lot split on property facing Park Highway (legal description attached).

A motion was made by Braley Raborn to **APPROVE** the preliminary lot split for the property facing Park Highway. The motion was duly seconded by Joean McWoodson and it carried unanimously.

Everyone was reminded that this recommendation will be made to the City Council at the January 8th, 2024, regular session and Council will be final.

With no other business on the agenda, a motion was made by Joean McWoodson to adjourn the meeting. The motion was duly seconded by Braley Raborn and it carried unanimously.

Morris Busby, Chairperson

Legal Description 1: LOT NO. 6. CELTIC COMMERCIAL PARK, UNIT NO. 1.

Legal Description 2: A 0.59 ACRE, MORE OR LESS, TRACT OF LAND LOCATED IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW/4 OF NE/4.)

APPLICATION FOR APPROVAL OF PRELIMINARY
SUBDIVISION PLAN

Date: 11-10-2023

TO: Minden Planning Commission

Application is hereby made for approval of the preliminary plan for subdivision of land described below:

Title of Subdivision: Grand 8 LLC Subdivision

Approximate number of acres: _____

Number of lots: 2

Owner of Land: Kyndall Hawkins

Name
998 Germantown RD Minden, LA 71055

Address

318 382-2594

Phone

Subdivider or Developer: _____

Name

Address

Phone

Location of subdivision: _____

Accompanying this application are four (4) black and white or blue line prints of the preliminary plan for the subdivision prepared in accordance with the subdivision regulations.

Signed: Kyndall Hawkins
Subdivider

LAND OWNER'S APPROVAL

I (we) hereby declare as owner or owners of the land proposed for subdivision that I (we) approve of the plan submitted herewith.

Signed: Kyndall Hawkins
Land Owner

PLAT OF SURVEY OF THE RESUBDIVISION OF LOTS 10, 11, AND 12, BLOCK 8, GOODE ANNEX, THE SOUTH HALF THAT PART OF AN ABANDONED ALLEY ADJACENT ON THE NORTH SIDE, AND THAT PART OF THE NORTH HALF OF AN ABANDONED STREET ADJACENT ON THE SOUTH SIDE FOR GRAND EIGHT LLC SUBDIVISION

DESCRIPTION:

A 0.59 acre, more or less, tract of land located in the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), Section 22, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being Lots 10, 11, and 12, Block 8, Goode Annex to the City of Minden, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and the South Half of that part of an abandoned alley adjacent on the North side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 237, at Page 557, and the North Half of that part of an abandoned street adjacent on the South side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 310, at Page 361.

MAY 19, 2023 SCALE: 1" = 50'
DRAWING #: 23-091B

I/we the undersigned owner(s)/agent, do hereby authorize the mapping of this plat.

RECORDED OWNER(S):

Kynthia Hopkins
OWNER/AGENT DATE 11-16-2023

APPROVED:

MAYOR-CITY OF MINDEN DATE

LEGEND

- FOUND IRON PIPE/ROD
- FOUND SQUARE BOLT
- SET 1/2" IRON ROD
- ⑩ LOT NUMBER (TYP)
- FORMER LOT LINES

TO ALL PARTIES INTERESTED IN TITLE TO PREMISES SURVEYED:

I hereby certify that the above survey was made in accordance with applicable standards of practice as stipulated in Title 46 for a Class "D" Survey.

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

This property is located in Flood Zone "X", an area determined to be outside the 0.2% annual chance floodplain. Ref. F.I.R.M. Comm. Pam. No. 220237 0520 E. Effective Date: March 02, 2010.

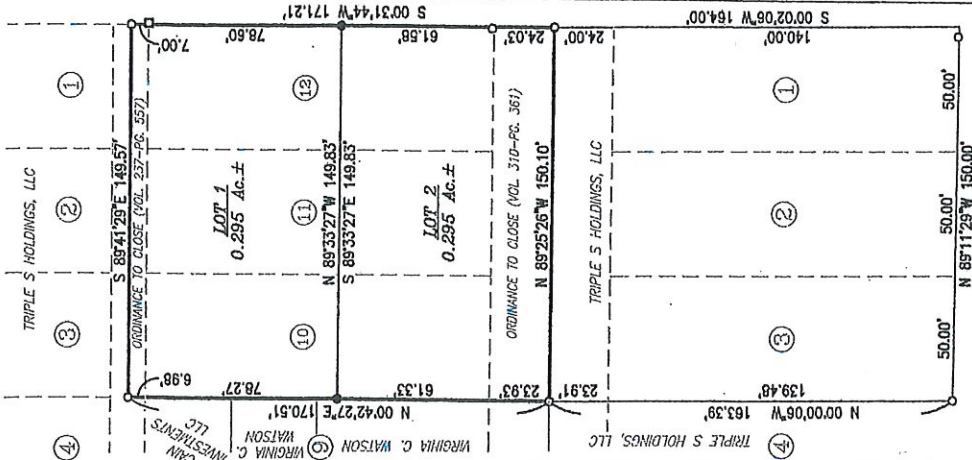
This property is located on a publicly maintained road.

This property is located within the incorporated limits of Minden, Louisiana. Bearings from Global Positioning Systems, corners found and used for control from previous surveys by E.A. Jordan of Map of Goode Annex to Minden, Louisiana, dated March 17, 1914, recorded in Map Book 1, at Page 28; by H.H. Hardeman of Plat Showing Block 8, Goode Annex, dated November 27, 1956; by Wayne E. Williamson for Edward L. Walker, dated October 26, 1961, and for Emily Doss and Charles E. Drake, dated October 02, 1974; by Doyle P. Sanders for James Carroll Holly, dated April 12, 1967, and for Rodney McMichael, dated November 08, 1971; and by Paul W. Culpepper for Keith D. Beard (Landmark Survey No. 16-0696), dated March 28, 2016.

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

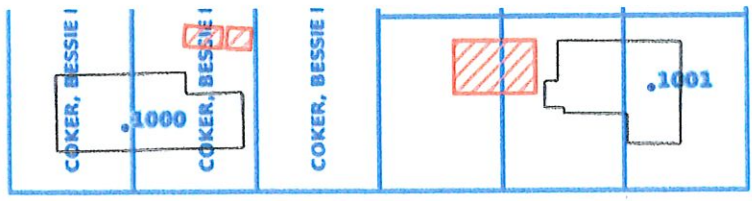
No title research was performed as to servitudes and conveyances that may affect the surveyed property.

Survey based on information provided by owner.



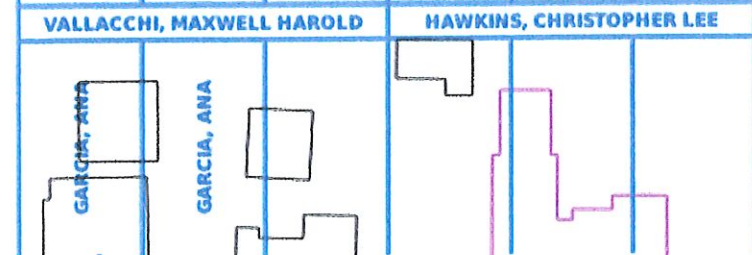
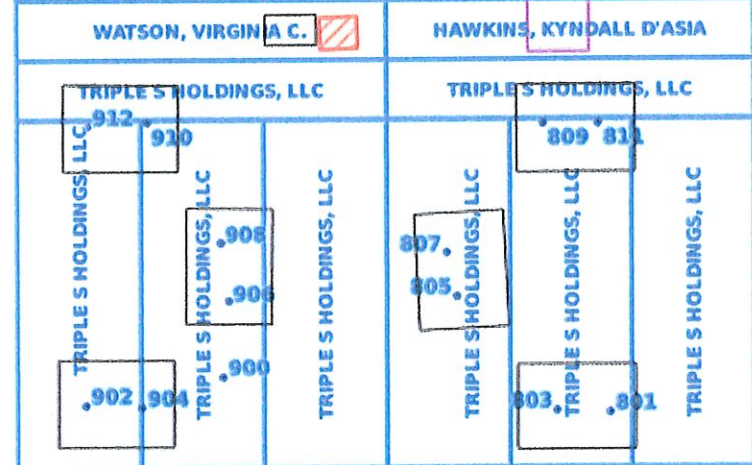
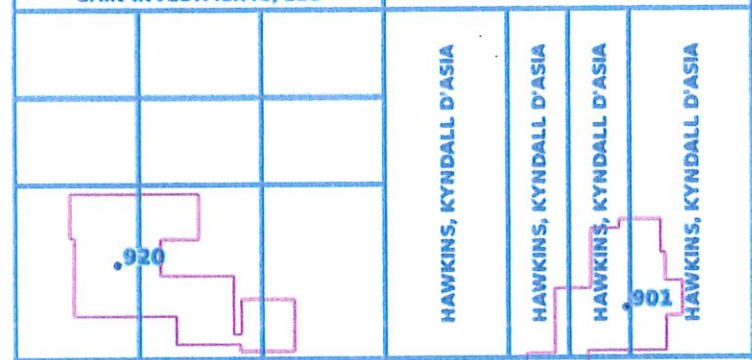
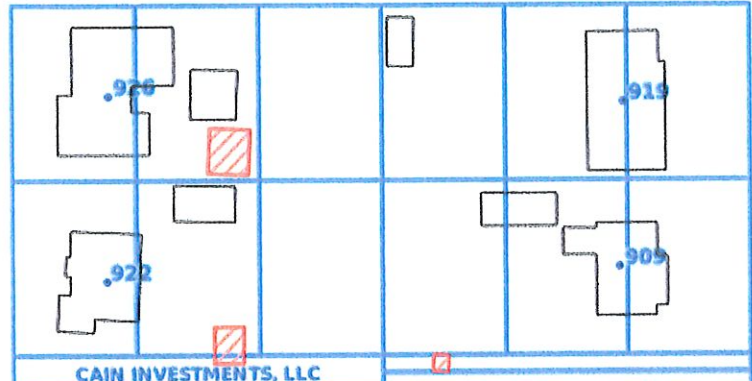
Landmark Land Surveying, Inc.
114 Pearl St., Minden, Louisiana
(818) 371-9100

SCALE: 1" = 50'
LOCATION: 22-19-9
DATE: MAY 19, 2023



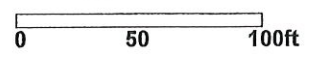
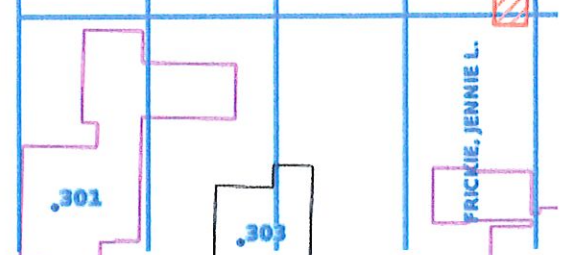
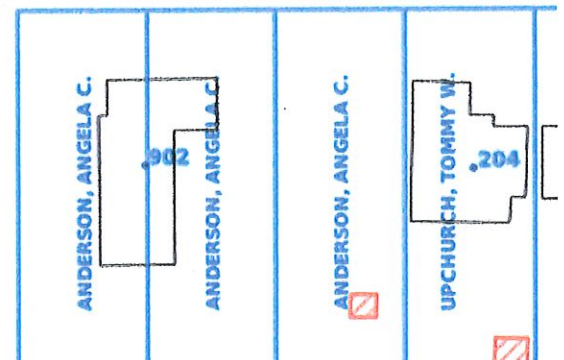
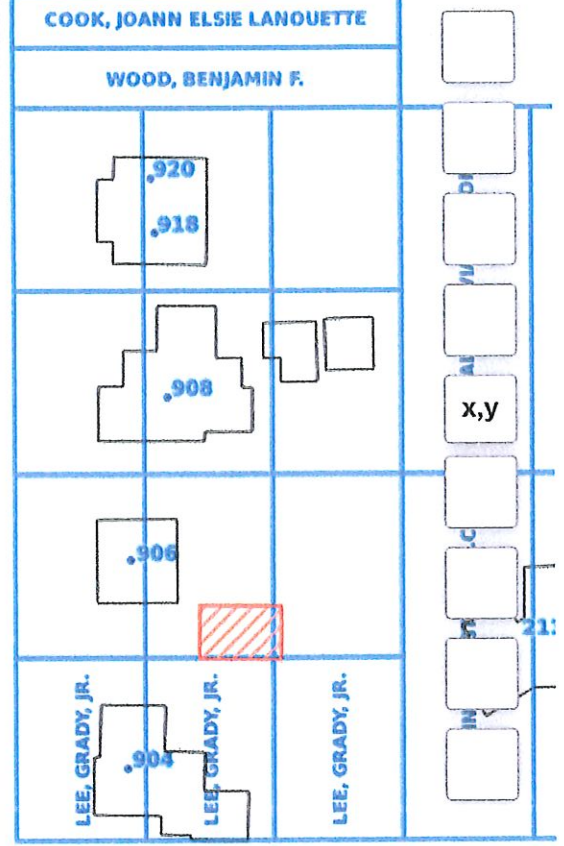
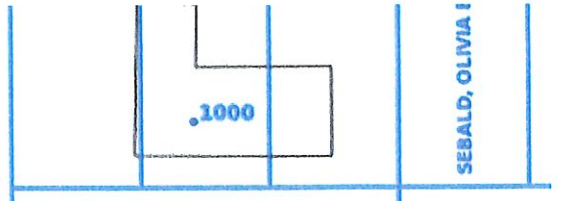
Davis St

Park Hwy



Park Hwy

Park Hwy



PUBLIC NOTICE

Minden Planning Commission Meeting

December 7, 2023 – 10:00 a.m.

Pelican Room - Minden City Hall

On the agenda is a request from Kyndall Hawkins for preliminary approval of a lot split on property facing Park Highway.

Legal Description:

A 0.59 acre, more or less, tract of land located in the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), Section 22, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being Lots 10, 11, and 12, Block 8, Goode Annex to the City of Minden, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and the South Half of that part of an abandoned alley adjacent on the North side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 237, at Page 557, and the North Half of that part of an abandoned street adjacent on the South side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 310, at Page 361.

All interested parties will be given a chance to be heard.

To be advertised in the **legal section** of the official journal on **November 15, November 22, and November 29, 2023.**

Nov 29th 2023

PUBLIC NOTICE

*Minden Planning
Commission Meeting*

**December 7, 2023 –
10:00 a.m.**

*Pelican Room - Minden
City Hall*

On the agenda is a request from Kyndall Hawkins for preliminary approval of a lot split on property facing Park Highway.

Legal Description:

A 0.59 acre, more or less, tract of land located in the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), Section 22, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being Lots 10, 11, and 12, Block 8, Goode Annex to the City of Minden, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and the South Half of that part of an abandoned alley adjacent on the North side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 237, at Page 557, and the North Half of that part of an abandoned street adjacent on the South side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 310, at Page 361.

All interested parties will be given a chance to be heard.

**November 15, 2023
November 22, 2023
November 29, 2023
Minden Press Herald**

Nov 22nd 2023

PUBLIC NOTICE

Minden Planning
Commission Meeting

**December 7, 2023 -
10:00 a.m.**

Pelican Room - Minden
City Hall

On the agenda is a request from Kyndall Hawkins for preliminary approval of a lot split on property facing Park Highway.

Legal Description:

A 0.59 acre, more or less, tract of land located in the Northwest Quarter of the Northwest Quarter (NW/4 of NE/4), Section 22, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being Lots 10, 11, and 12, Block 8, Goode Annex to the City of Minden, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and the South Half of that part of an abandoned alley adjacent on the North side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 237, at Page 557, and the North Half of that part of an abandoned street adjacent on the South side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 310, at Page 361.

All interested parties will be given a chance to be heard.

November 15, 2023
November 22, 2023
November 29, 2023
Minden Press Herald

11/15/23

PUBLIC NOTICE

*Minden Planning
Commission Meeting*

**December 7, 2023 –
10:00 a.m.**

**Pelican Room - Minden
City Hall**

On the agenda is a request from Kyndall Hawkins for preliminary approval of a lot split on property facing Park Highway.

Legal Description:
A 0.59 acre, more or less, tract of land located in the Northwest Quarter of the Northeast Quarter (NW/4 of NE/4), Section 22, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being Lots 10, 11, and 12, Block 8, Goode Annex to the City of Minden, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 28, and the South Half of that part of an abandoned alley adjacent on the North side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 237, at Page 557, and the North Half of that part of an abandoned street adjacent on the South side of said lots, per Ordinance to Close, in the Conveyance Records of Webster Parish, Louisiana, in Volume 310, at Page 361.

All interested parties will be given a chance to be heard.

**November 15, 2023
November 22, 2023
November 29, 2023
Minden Press Herald**

Minden City Council
Regular Session
Monday, January 8, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(II) Budget/Financial Report for November 2023

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council
Regular Session
Monday, January 8, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(12) Fire Report for December 2023

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council

Regular Session

Monday, January 8, 2024

Minden City Hall – Council Chambers



Agenda Item

(13) Police Report

City Fines	\$7,986.50
District Attorney’s Office	\$0.00
Crime Lab	\$580.00
City Court.....	\$678.50
Marshal’s Office	\$630.00
Indigent Defender.....	\$920.00
Victim’s Fund	\$0.00
Clerk’s Fund.....	\$42.00
Community Service.....	\$0.00
WARE Center	\$157.50
LA Commission on Law Enforcement	\$32.00
Off-Duty Witness Fee	\$251.50
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$63.00
LA Traumatic Head & Spinal Cord Injury Trust Fund.....	\$80.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$210.00
Judicial Education.....	\$8.00
TOTAL	\$11,639.00

Suggested Wording of Motion:

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

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

HARRIS, JAYLON	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	0.00	0.00	100.00
WILLIAMS, JAKAYLA	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	0.00	0.00	100.00
GARRETT, SANDY	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	0.00	0.00	125.00
DAVIS, YVONNE	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
THOMAS, DECARLO	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	0.00	0.00	100.00
ODOM, HEATHER	60.00	0.00	30.00	30.00	45.00	0.00	2.00	0.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	0.00	3.00	5.00	5.00	10.00	10.00	10.00	0.50	237.50
BAILES, BRITTON	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	0.00	0.00	100.00
HALL, PHOENIX	66.00	0.00	30.00	30.00	45.00	0.00	2.00	0.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	0.00	3.00	5.00	5.00	10.00	10.00	10.00	0.50	243.50
BAILEY, TOMMY LEE	39.00	0.00	30.00	30.00	45.00	0.00	2.00	0.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	0.00	3.00	5.00	5.00	10.00	10.00	10.00	0.50	216.50
DISON, BRENT	60.00	0.00	30.00	30.00	45.00	0.00	2.00	0.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	0.00	3.00	5.00	5.00	10.00	10.00	10.00	0.50	237.50
PATTON, PATRICK	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	0.00	0.00	175.00
HAWKINS, XAVIER	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	0.00	0.00	175.00
BAILES, BRANDI	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	0.00	0.00	750.00
FERRELL, TERRY	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	0.00	0.00	175.00
NOLDES, JACARRION	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	0.00	0.00	100.00
HODGE, CORTNEY	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	0.00	0.00	75.00
KEY, MARVA	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	0.00	0.00	175.00
	7,986.50	0.00	590.00	678.50	830.00	920.00	0.00	42.00	0.00	157.50	32.00	251.50	0.00	0.00	0.00	0.00	63.00	80.00	210.00	8.00	11,639.00			