

Minden City Council
REGULAR SESSION



Monday, March 4, 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 February 5, 2024**
- (2) Condemned Property – 217 Main Street – Willie Combs, Jr.**
- (3) Condemned Property – 1105 Linden Street – Essie Lee Carter Newman**
- (4) Condemned Property – 406 Plateau Street – Lela Mae Washington Edwards**
- (5) Condemned Property – 604 Lee Street – Rosa Jackson**
- (6) Award Bid No. 01-2024 – Construction of Minden Utilities & Control Center Office**
- (7) Award Bid No. 02-2024 – Street Improvements Project**
- (8) Adopt Resolution – Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (Water Meters)**
- (9) Adopt Resolution – Rescheduling the Minden City Council April 2024 Regular Session**
- (10) Authority for Mayor Cox to Execute an Engagement Agreement to Retain the Services of Katherine W. King of Kean Miller, LLP to Serve as “Outside Counsel” for the City of Minden Under the Supervision of the City Attorney**
- (11) Authority for Mayor Cox to Execute an Exchange Deed for the Exchange of Property between the City of Minden and the Webster Parish School Board**
- (12) Decommissioning and Leveling of the Clerk Street Water Plant**
- (13) Personnel – Police Department New Hire – Branthony Brown**
- (14) Budget/Financial Report for January 2024**
- (15) Fire Report for February 2024**
- (16) Police Report for January 2024**

Announcements – Council Comments – Adjournment

Minden City Council Regular Session

Monday, March 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session held on February 5, 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on February 5, 2024, 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 FEBRUARY 5, 2024**

The Minden City Council met at City Hall in 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 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 adopt the minutes of the Minden City Council Regular Session held on January 8, 2024, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Carlton Myles and duly seconded by Andy Pendergrass, the council unanimously appointed Tokia Harrison and Christopher A. Cheatham as Deputy Chiefs of Police, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to appoint Joey P. Frye to the Minden Planning Commission to fill the unexpired term through July 2024, as presented. The motion was duly seconded by Andy Pendergrass and the vote was as follows: Aye(s): Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): Carlton Myles. Abstention(s): None. Absence(s): None. The motion carried.

Carlton Myles moved to adopt a Resolution Establishing Fees for the Collection and Disposal of Garbage and Refuse Pursuant to Section 74-7 of the Code of Ordinances of the City of Minden, State of Louisiana, as presented. The motion was duly seconded by Levon Thomas and the vote was as unanimously in favor. Abstention(s): None. Absence(s): None.

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

Upon motion by Levon Thomas and duly seconded by Andy Pendergrass, the council unanimously adopted Ordinance No. 1141 – An Ordinance to Abandon the 120-Foot by 20-Foot Alley Lying between Lots 24 and 25 of the Williamson-Jones Survey, as presented. Abstention(s): None. Absence(s): None.

Upon motion by Levon Thomas and duly seconded by Michael Roy, the council unanimously adopted Ordinance No. 1142 – An Ordinance to Declare Green Street a One-Way Street between West Union Street and Pine Street, as presented. Abstention(s): None. Absence(s): None.

Levon Thomas moved to adopt the change to the speed limit of Green Street to 10 MPH (miles per hour), as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Latasha Mitchell and duly seconded by Michael Roy, the council unanimously authorized Mayor Cox to enter into a Local Services Agreement between the City of Minden and the Parish of Webster, as presented. Abstention(s): None. Absence(s): None.

Michael Roy moved to authorize the City Clerk to advertise for bids for the 2023-2024 Street Improvements Project, which includes the following streets: Fort Street from East Union Street to Homer Road, Germantown Road from Kennon Street to the Minden City Limits, Mignon Street from Talton Street to East Union Street, Talton Street from East Street to East Union Street, West Street from Shreveport Road to West Street's dead end, and Chandler Street from Lewisville Road to Elm Street. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

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

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

Fire Chief Brian Williams presented the Fire Report for the month of January 2024. No motion was required.

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

Shawn Hatcher, Chairman of the Main Street Program/Downtown Development Commission, presented the Minden Fasching Parade Awards.

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

Nick Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council Regular Session

Monday, March 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Condemned Property – 217 Main Street

Discussion:

This item was tabled at the Minden City Council Regular Session held on November 6, 2023.

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.”

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

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

MOTION: _____ SECOND: _____

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

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

MEMORANDUM

Building & Inspections Department

TO: MAYOR COX
FROM: BRENT COOLEY
DATE: FEBRUARY 27, 2024
SUBJECT: CONDEMNATION – 217 MAIN STREET

RE: Condemnation 217 Main Street for Willie Combs, Jr.

This was previously brought before the Council on November 6th, 2023 Minden City Council Regular Session.

Carlton Myles made the motion to table the item to be brought back before the Council for the March 4th, 2024 Minden City Council Regular Session.

The motion was duly seconded by Latasha Mitchell and it carried unanimously.

Please ensure that this item be added to the March 4th, 2024 Minden City Council Meeting Agenda. Let me know if you should have any questions.

Thanks.

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. 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

A handwritten signature in cursive script, appearing to read 'Paul E. Kitchens'.

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



POST OFFICE REPORT LA 710

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city of **Minden**

7021 0950 0000 8782 5143

Nick Cox, Mayor
www.mindenla.com

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

June 14, 2023

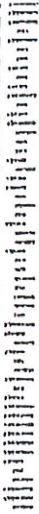
CERTIFIED MAIL 710 EE 1 0106

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

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSEE
UNABLE TO FORWARD

71058-0328

BC: 71058059050 *1165-0328



U.S. Postal Service
CERTIFIED MAIL® RECEIPT



217 Main St. 6/21/2023



Webster Parish Assessor 2023 Assessment Listing

Parcel#

110602

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=110602)**Primary Owner**

COMBS, WILLIE JR.

Mailing Address217 MAIN STREET
MINDEN LA 71055**Ward**

1-MN

Type

REAL ESTATE

Legal

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)

Physical Address

217 MAIN ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	1,000	10,000	5.00	1,000
CITY RESIDENCE	5,550	55,500	1.00	5,550
TOTAL	6,550	65,500	6.00	6,550

Deeds

Deed#	Type	Date	Amount	Book	Page
386247	CASH SALE, MARKET	3/24/1994	12,500	798	580

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
YES	COMBS, DELOICE LEWIS	NO	50.0000	0.0000	2/13/2006	
YES	COMBS, WILLIE JR.	YES	50.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
			28	19	09	06035

Subdivision

WILLIAMSON-JONES SURVEY TOWN OF MINDEN
 WILLIAMSON-JONES SURVEY TOWN OF MINDEN

Block	Lot	Section	Township	Range	Tract
		28	19	09	06036
		28	19	09	06037
000	058				
000	059				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	0.00	13.94
04 CONSOL PARISH	51.4400	0.00	336.94
16 ROAD DIST A	2.6200	0.00	17.16
14 S W IND DIST	0.0000	0.00	0.00
40 SCHOOL DIST #6	47.6000	0.00	311.78
TOTALS	103.7900	0.00	679.82

CITY

Millage	Mills	Taxpayer Tax	Homestead Tax
MINDEN	5.4600	35.76	0.00
MINDEN DDD	2.0000	13.10	0.00
TOTALS	7.4600	48.86	0.00

Notes

(VOL. 798-580)
 3/94 - 12,500.

**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

Bloddy

Building Official

Minden City Council
Regular Session
Monday, March 4, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(3) Condemned Property – 1105 Linden Street

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.”

Essie Lee Carter Newman – 1105 Linden Street – District A

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

MOTION: _____ SECOND: _____

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

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



city of Minden

Nick Cox, Mayor
www.mindenusa.com

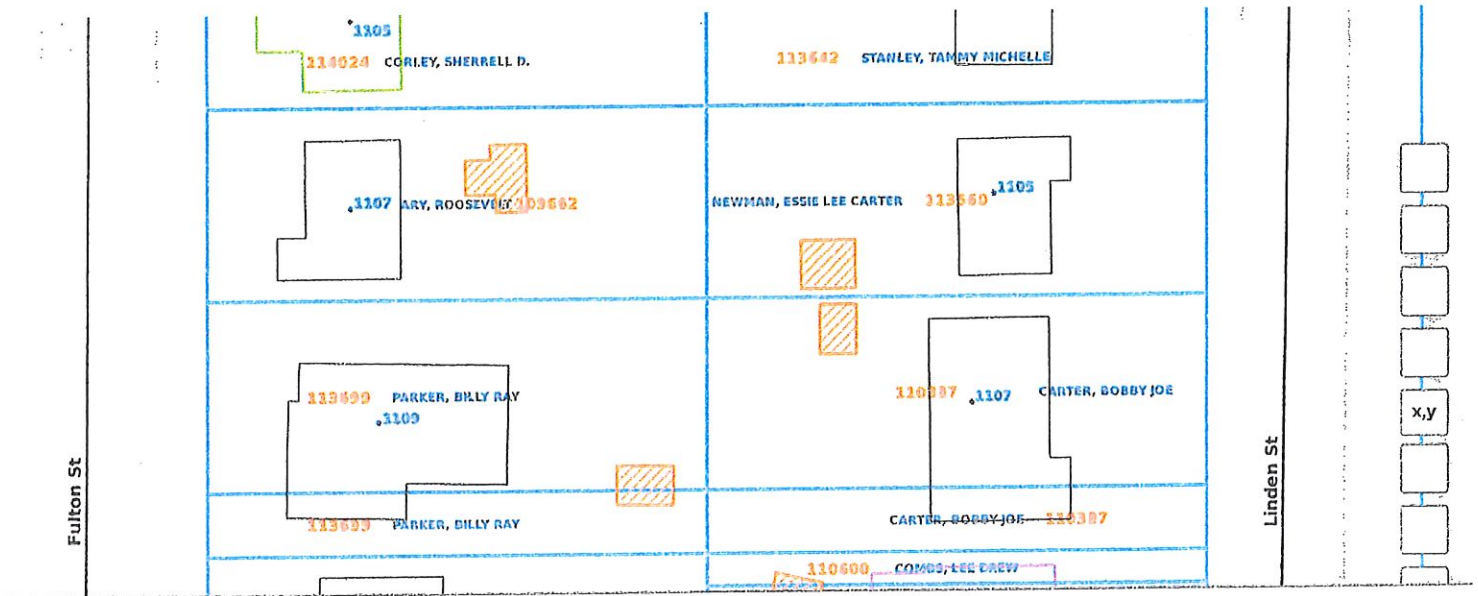
520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 20, 2024

1105 Linden Street – Essie Lee Carter Newman

District A

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.



Click and drag in



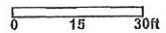
© 2024 Google

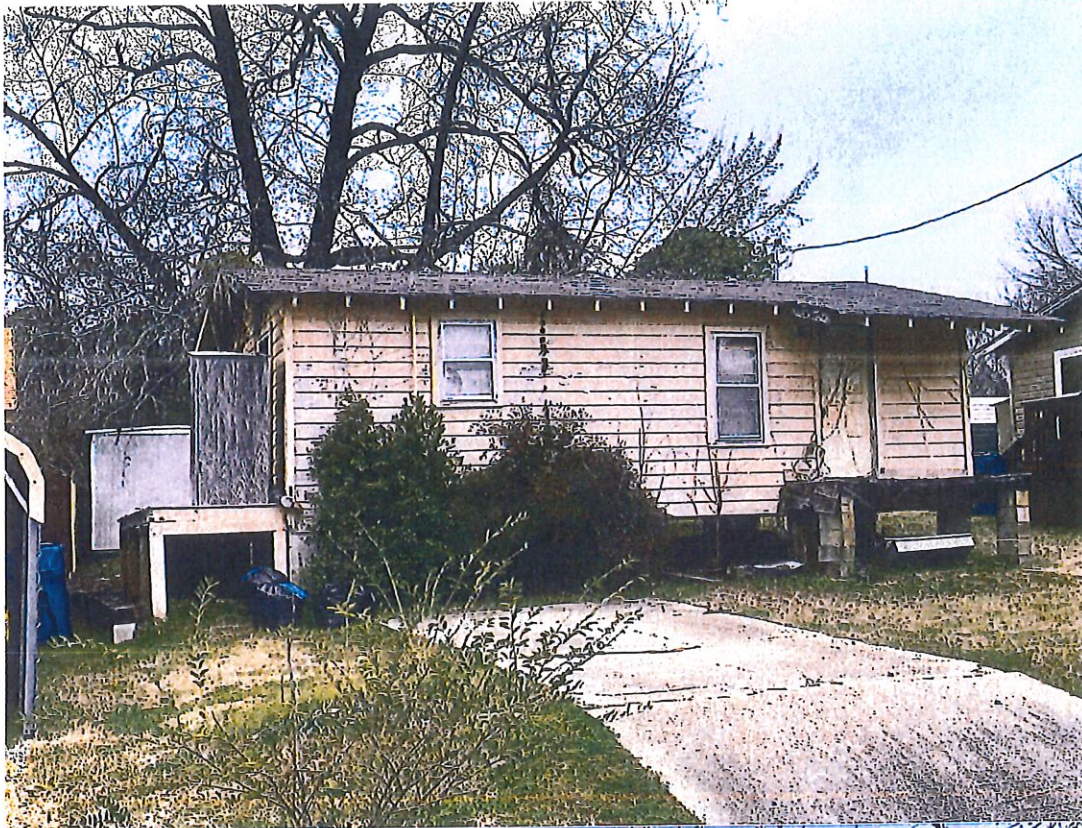
**ESSIE LEE
CARTER**

Owner Name: NEWMAN, ESSIE LEE
CARTER
Physical Address:
Parcel Number: 113560
Subdivision: ROSEDALE SUBDV
PIN: SB3901000U
Section: 27
Township / Range: T19N/R09W Sec 27
Quarter Quarter:
Parcel ID: 010
Map Number: 27190912
Legal Description: LOT #10, BLK. U,
ROSEDALE SUBDIV.
Assessed Value: 990.00000000
Sale Price:

Ward: 4 AMM

Close Export





1105 Linden Street 2/21/2024



city of Minden

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 21, 2024

CERTIFIED MAIL 7021 0950 0000 8782 6300

Essie Lee Carter Newman
c/o Debra Sinville
P.O. Box 19423
Shreveport, LA 71149

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

Legal Description: LOT #10, BLK. "U", ROSEDALE SUBDIV.

The above property has the municipal address of **1105 Linden Street.**

**Property Owner: Essie Lee Carter Newman
c/o Debra Sinville
P.O. Box 19423
Shreveport, LA 71149**

You are further notified to show just cause at the City Council meeting on the **4th day of March, 2024, 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

USPS Tracking®

Remove X

Tracking Number:

70210950000087826300

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Add to Informed Delivery (<https://informedelivery.usps.com/>)

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Your package is moving within the USPS network and is on track to be delivered to its final destination. It is currently in transit to the next facility.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Out for Delivery

Preparing for Delivery

Moving Through Network

In Transit to Next Facility

February 27, 2024

Departed USPS Regional Facility

SHREVEPORT LA DISTRIBUTION CENTER

February 23, 2024, 10:02 am

Arrived at USPS Regional Facility

SHREVEPORT LA DISTRIBUTION CENTER

February 22, 2024, 7:09 pm

Hide Tracking History

Feedback

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

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<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Postmark
Here

Sent To	Essie Lee Carter Newman
Street and Apt. No., or PO Box No.	PO Box 19423
City, State, ZIP+4®	Shreveport, LA 71149

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

7021 0950 0000 8782 6300

Webster Parish Assessor 2024 Assessment Listing

Parcel#

113560

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=113560)**Primary Owner**

NEWMAN, ESSIE LEE CARTER

Mailing AddressC/O DEBRA SINVILLE
P O BOX 19423
SHREVEPORT LA 71149**Ward**

1-MN

Type

REAL ESTATE

Legal

LOT #10, BLK. "U", ROSEDALE SUBDIV.

Physical Address

1105 LINDEN ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	100	1,000	1.00	0
CITY RESIDENCE	890	8,900	1.00	0
TOTAL	990	9,900	2.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	NEWMAN, ESSIE LEE CARTER	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
ROSEDALE SUBDV	00U	010				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	2.11	0.00
04 CONSOL PARISH	51.4400	50.92	0.00
16 ROAD DIST A	2.6200	2.59	0.00
14 S W IND DIST	0.0000	0.00	0.00

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 2/20/2024

Address 1105 Linden St Zone R2


Owner Essie Lee Carter Newman Agent _____

Owner's Address _____ Phone # _____

Type Occupancy Residential No. of Occ. Units 1

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

Condition of Building Indicates: Conserve Rehabilitate Demolish



Building Official

Minden City Council
Regular Session
Monday, March 4, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) Condemned Property – 406 Plateau Street

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.”

Lela Mae Washington Edwards – 406 Plateau Street – District B

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

MOTION: _____ SECOND: _____

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

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



city of **Minden**

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 20, 2024

406 Plateau Street – Lela Mae Washington Edwards

District B

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.



Click and drag in

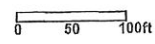


© 2024 Google

WASHINGTON

Owner Name: EDWARDS, LELA MAE
 WASHINGTON
 Physical Address:
 Parcel Number: 111019
 Subdivision: HARRELL HEIGHTS
 PIN: S479001005
 Section: 27
 Township / Range: T19N/R09W Sec 27
 Quarter Quarter:
 Parcel ID: 001
 Map Number: 27190903
 Legal Description: LOT #1, BLK 5,
 HARRELL HEIGHTS & STRIP 6 X 42 FT.
 ADJ. (FORMERLY AN ALLEY) IN SW/4 OF
 NW/4 SEC. 27-19-9
 Assessed Value: 5490.00000000
 Sale Price:

Close Export





406 Plateau St.

2/21/2024



city of Minden

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 21, 2024

CERTIFIED MAIL 7021 0950 0000 8782 6317

Lela Mae Washington Edwards
500 Front St.
Minden, LA 71055

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

Legal Description: LOT #1, BLK. "5", HARRELL HEIGHTS & STRIP 6 X 42 FT. ADJ. (FORMERLY AN ALLEY) IN SW/4 OF NW/4 SEC. 27-19-9

The above property has the municipal address of **406 Plateau Street.**

**Property Owner: Lela Mae Washington Edwards & Roy Patrick Edwards
500 Front Street
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **4th day of March, 2024, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Mayor Nick Cox
City of Minden

cc: Building Official
City Council
City Attorney



city of *Minden*

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 21, 2024

CERTIFIED MAIL 7021 0950 0000 8782 6287

Roy P. Edwards
c/o Lec Incorporation
1001 Vancouver Dr.
Lewisville, TX 75077

To whom it may concern:

In accordance with R.S. 33:4762, you are hereby notified that the Building Official for the City of Minden has submitted a written report recommending the demolition and removal of the building(s) or structure(s) owned by you and situated on the following described property, to-wit:

Legal Description: LOT #1, BLK. "5", HARRELL HEIGHTS & STRIP 6 X 42 FT. ADJ. (FORMERLY AN ALLEY) IN SW/4 OF NW/4 SEC. 27-19-9

The above property has the municipal address of **406 Plateau Street.**

**Property Owner: Lela Mae Washington Edwards & Roy Patrick Edwards
500 Front Street
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **4th day of March, 2024, 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

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LEWISVILLE, TX 75077

February 26, 2024, 1:40 pm

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

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Delivered

Out for Delivery

Preparing for Delivery

Moving Through Network

In Transit to Next Facility

February 27, 2024

Departed USPS Regional Facility

SHREVEPORT LA DISTRIBUTION CENTER

February 23, 2024, 10:02 am

[See All Tracking History](#)

Feedback

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

Text & Email Updates



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<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Postmark
Here

Sent To Roy P. Edwards
 Street and Apt. No., or PO Box No. 1001 Vancouver Dr.
 City, State, ZIP+4® Lewisville, TX 75077

7021 0950 0000 8782 6317

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OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Postmark
Here

Sent To Lela Mae Washington Edwards
 Street and Apt. No., or PO Box No. 500 Front St.
 City, State, ZIP+4® Minden, LA 71055

Webster Parish Assessor 2024 Assessment Listing

Parcel#

111019

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=111019)

Primary Owner

EDWARDS, LELA MAE WASHINGTON

Mailing Address

500 FRONT STREET
MINDEN LA 71055

Ward

1-MN

Type

REAL ESTATE

Legal

LOT #1, BLK. "5", HARRELL HEIGHTS & STRIP 6 X 42 FT. ADJ. (FORMERLY AN ALLEY) IN SW/4 OF NW/4 SEC. 27-19-9

Physical Address

406 PLATEAU ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	200	2,000	2.00	200
CITY RESIDENCE	2,550	25,500	1.00	2,550
CITY BLDG.	440	2,933	1.00	0
CITY RESIDENCE	2,300	23,000	1.00	0
TOTAL	5,490	53,433	5.00	2,750

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
YES	EDWARDS, LELA MAE WASHINGTON	YES	50.0000	100.0000	2/13/2006	
NO	EDWARDS, ROY PATRICK	NO	50.0000	0.0000	4/18/2007	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
HARRELL HEIGHTS	005	001	27	19	09	03047

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	5.84	5.86

Webster Parish Assessor 2024 Assessment Listing

Parcel#

111025

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=111025)

Primary Owner

EDWARDS, ROY P.

*mailing info
for 404 Plateau St.*

Mailing Address

C/O LEC INCORPORATION
1001 VANCOUVER DR
LEWISVILLE TX 75077

Ward

1-MIN

Type

REAL ESTATE

Legal

LOT 50 X 100 FT. OUT OF LOT #8, MARIAH LEARY EST. PART. IN SE/4 OF NE/4 SEC. 27-19-9 & LOT 50 X 100 OUT OF LOT #8, MARIAH LEARY EST. PART.

Physical Address

807 PEACH ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY RESIDENCE	890	8,900	1.00	0
CITY LOTS	200	2,000	2.00	0
TOTAL	1,090	10,900	3.00	0

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	EDWARDS, ROY P.	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
LEARY, MARIAH EST. PARTITION	000	008AAA				
LEARY, MARIAH EST. PARTITION	000	008BBB				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	2.33	0.00

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 2/20/2024

Address 406 Plateau Street Zone R2

Owner Lela Mae Washington Edwards Agent _____

Owner's Address 500 Front St Phone # _____

Type Occupancy Residential No. of Occ. Units 1

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

This two story GARAGE APARTMENT IS STRUCTURALLY COMPROMISED. AND IS IN DANGER OF COLLAPSE. COULD CAUSE MORE DAMAGE OR BODILY HARM...

Condition of Building Indicates:

Conserve
 Rehabilitate
 Demolish

[Signature]

Building Official

Minden City Council Regular Session

Monday, March 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(5) Condemned Property – 604 Lee Street

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.”

Rosa Jackson – 604 Lee Street – District B

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

MOTION: _____ SECOND: _____

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

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



city of **Minden**

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 20, 2024

604 Lee Street – Rosa Jackson

District B

Building Official's Recommendation: Authorize the Mayor to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of this date.

JEFFERSON, JOSEPH T. 122832	BROWN, CLYDE RONALD 110140	112877	112877
BROWN, BARBARA 110095	BROWN, BARBARA 110095	BROWN, BARBARA 110095	110095
MILLS, RAY L. 111788	MILLS, RAY L. 111788	111788	MILLS, RAY L. 111788

Lee St

LOWERY, IRA JOE	WALKER, SHIRLEY F.	112986	112956
JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210
JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210
JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210
OWEN, MARCUS D. 613 109746	JASPER, CONNIE ESTATE 128701	WEBSTER PARISH POLICE HWY 109539	JOHNSON, MARTIN W. 112284
			x,y

Click and drag in



Owner Name: JACKSON, ROSA
 Physical Address:
 Parcel Number: 112210
 Subdivision: HARRELL HEIGHTS
 PIN: S479026A011
 Section: 27
 Township / Range: T19N/R09W Sec 27
 Quarter Quarter:
 Parcel ID: 026A
 Map Number: 27190903
 Legal Description: SOUTH 25 FT. OF
 LOTS #6 & 7 & NORTH 23 FT. OF LOTS
 #26 & 27, BLK. 11, HARRELL HTS.
 (BEING A LOT 48 X 80 FT.)
 Assessed Value: 830.00000000
 Sale Price:
 Ward: 1-MN
 City: MINDEN

Close Export

0 15 30ft



604 Lee St. 2/21/2024



city of *Minden*

Nick Cox, Mayor
www.mindenusa.com

520 Broadway Street - P.O. Box 580 - Minden, LA 71058 - Telephone (318) 377-2144 - Fax (318) 371-4200

February 21, 2024

CERTIFIED MAIL 7021 0950 0000 8782 6294

Rosa Jackson
604 Lee 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: SOUTH 25 FT. OF LOTS #6 & 7 & NORTH 23 FT. OF LOTS #26 & 27, BLK. "11", HARRELL HTS. (BEING A LOT 48 X 80 FT.)

The above property has the municipal address of **604 Lee Street**.

**Property Owner: Rosa Jackson
604 Lee Street
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **4th day of March, 2024, 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

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Delivered, PO Box

MINDEN, LA 71055

February 28, 2024, 9:27 am

Arrived at Post Office

MINDEN, LA 71055

February 28, 2024, 9:27 am

Vacant

MINDEN, LA 71055

February 24, 2024, 8:09 am

Departed USPS Regional Facility

SHREVEPORT LA DISTRIBUTION CENTER

February 23, 2024, 10:02 am

Arrived at USPS Regional Facility

SHREVEPORT LA DISTRIBUTION CENTER

February 22, 2024, 7:09 pm

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<input type="checkbox"/> Return Receipt (electronic)	\$ _____
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____
<input type="checkbox"/> Adult Signature Required	\$ _____
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____
Postage	
\$	
Total Postage and Fees	
\$	

Postmark
Here

Sent To <u>Rosa Jackson</u>	
Street and Apt. No., or PO Box No. <u>Levi Lee St</u>	
City, State, ZIP+4® <u>Minden, LA 71055</u>	

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

See Reverse for Instructions

Webster Parish Assessor 2024 Assessment Listing

Parcel#

112210

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=112210)

Primary Owner

JACKSON, ROSA

Mailing Address

604 LEE ST
MINDEN LA 71055

Ward

1-MN

Type

REAL ESTATE

Legal

SOUTH 25 FT. OF LOTS #6 & 7 & NORTH 23 FT. OF LOTS #26 & 27, BLK. "11", HARRELL HTS. (BEING A LOT 48 X 80 FT.)

Physical Address

604 LEE ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	100	1,000	4.00	100
CITY RESIDENCE	730	7,300	1.00	730
TOTAL	830	8,300	5.00	830

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
YES	JACKSON, ROSA	YES	100.0000	100.0000	2/13/2006	

Locations

Subdivision	Block	Lot	Section	Township	Range	Tract
HARRELL HEIGHTS	011	007A				
HARRELL HEIGHTS	011	006A				
HARRELL HEIGHTS	011	026A				
HARRELL HEIGHTS	011	027A				

PARISH

Millage	Mills	Taxpayer Tax	Homestead Tax
03 PARISH TAX INSIDE	2.1300	0.00	1.76

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 2/20/2024

Address 604 Lee Street Zone B4

Owner Rosa Jackson Agent _____

Owner's Address 604 Lee Street Phone # _____

Type Occupancy Residential No. of Occ. Units 1

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

Condition of Building Indicates: Conserve Rehabilitate Demolish



Building Official

Minden City Council
Regular Session
Monday, March 4, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(b) Award Bid No. 01-2024 – Construction of Minden Utilities & Control Center Office

Discussion:

Tyler Wallace, Director of Public Works, recommends that Bid No. 01-2024 – Construction of Minden Utilities & Control Center Office be awarded to Testament Construction Services, LLC.

See attached.

Suggested Wording of Motion:

“I move to award Bid No. 01-2024 – Construction of Minden Utilities & Control Center Office to the lowest qualified bidder meeting all requirements, Testament Construction Services, LLC.”

MOTION: _____ SECOND: _____

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

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

CITY OF MINDEN

DEPARTMENT OF PUBLIC WORKS

Memorandum

TO: Mayor Cox
City Clerk

DATE: February 29, 2024

FROM: Tyler Wallace *TW*

SUBJECT: Bid # 01-2024

After reviewing the bids and upon the recommendation of Cothren, Graff, Smoak Engineering, Inc., I am recommending that TESTAMENT CONSTRUCTION SERVICES, LLC be awarded the contract for the City of Minden Bid No. 01-2024, Minden Utility & Central Control Office. Testament Construction Services, LLC is the lowest bidder and meets all requirements and specifications for this project.



COTHREN, GRAFF, SMOAK ENGINEERING, INC.

CIVIL ♦ ENVIRONMENTAL ♦ SANITARY ♦ STRUCTURAL ♦ MECHANICAL ♦ ELECTRICAL

FIRM LICENSE - LA 2636 ♦ AL 7531 ♦ TX 1754

6305 Westport Avenue ♦ Shreveport, Louisiana 71129-2499

Phone: 318-687-3732

S.M. COTHREN, P.E. (2018)

D.B. GRAFF, P.E., P.L.S.*
K. RANDAL SMOAK, P.E.**
DAVID C. WILKINSON, P.E.

*Also licensed Engineer in AL, TN
**Also licensed Engineer in AR, KS, MS, NM, TX

Natchitoches Office:
112 Horn Street
Natchitoches, LA 71457
Phone (318) 354-6888

February 26, 2024

City of Minden
Honorable Nick Cox
520 Broadway
Minden, Louisiana 71055

Re: City of Minden
Minden Utility and Public Works Office

Dear Mayor Cox:

We have reviewed the bids received on February 26, 2024, for the referenced project, and recommend Testament Construction Services, LLC be awarded the contract in the amount of \$798,500.00. A copy of the Bid Tab is attached for your records.

Should you concur, I have enclosed the Notice of Award for your signature. Please sign and date and return same to our office for further processing.

Should you have any questions or need additional information, please give me a call.

Sincerely,
COTHREN, GRAFF, SMOAK ENGINEERING, INC.

D. B. Graff, P.E., PLS

DBG/km
Enclosures

BID TABULATION

Owner: CITY OF MINDEN
 Project Name: MINDEN UTILITY & CENTRAL CONTROL OFFICE
 Bid Date: February 26, 2024
 Project No. 23.030

Item No.	Description	Contractor →		Unit
		Bid Qty's	Unit	
	Minden Utility & Central Control Office	1	LS	
TOTAL BASE BID				
		\$	\$798,500.00	Testament Construction Services, LLC Contract \$
		\$	\$885,000.00	McInnis Brothers Construction, Inc. Contract \$
		\$	\$885,000.00	
		\$	\$885,000.00	



DBG

 D. B. Graff, P.E., PLS

COTHREN, GRAFF, SMOAK ENGINEERING, INC.
 Shreveport, Louisiana

I certify this to be a true and correct tabulation of bids received on February 26, 2024.

Minden City Council

Regular Session

Monday, March 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(7) Award Bid No. 02-2024 – Street Improvements Project

Discussion:

This Street Improvements Project includes the following streets:
FORT STREET – East Union Street to Homer Road
GERMANTOWN ROAD – Kennon Street to City Limits
MIGNON STREET – Talton Street to East Union Street
TALTON STREET – East Street to East Union Street
WEST STREET – Shreveport Road to Dead End
CHANDLER STREET – Lewisville Road to Elm Street

Suggested Wording of Motion:

“I move to award Bid No. 02-2024 – Street Improvements Project to the lowest qualified bidder meeting all requirements.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

Minden City Council

Regular Session

Monday, March 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

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

Discussion:

See attached.

Suggested Wording of Motion:

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

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

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

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

Description(s): ¾-inch Water Meters – Inventory #005-06-002 – Quantity of 37
 1-inch Water Meters – Inventory #005-06-001 – Quantity of 27

BE IT RESOLVED that:

- a. The above-mentioned inventory be declared surplus property.
- b. The minimum bid be set at \$130.00 per ¾-inch water meter and \$240.00 per 1-inch water meter.
- c. The high bidder be responsible for collecting items from the designated (by the City of Minden) location.

Bids for water meters will be received online through <https://www.govdeals.com/index.cfm> until 10:00 a.m. on **April 2, 2024**.

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

Nicholas A. Cox, Mayor

CERTIFICATE

I, Melaney Langford, Clerk of the City Council of the City of Minden, Louisiana, hereby certify that the above and foregoing Resolution is a true and correct copy of same as adopted by the Mayor and Council of the City of Minden on the ___ day of _____, 2024.

Given under my official signature and seal of office this ___ day of _____, 2024.

Melaney Langford, City Clerk

Minden City Council
Regular Session
Monday, March 4, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(9) Adopt Resolution – Rescheduling the Minden City Council April 2024 Regular Session

Discussion:

Andy Pendergrass, District E Councilman, respectfully requests that the Minden City Council consider rescheduling the Minden City Council April 2024 Regular Session currently scheduled for April 1, 2024. The new Minden City Council April 2024 Regular Session date would be April 2, 2024.

Suggested Wording of Motion:

“I move to adopt a Resolution Rescheduling the Minden City Council April 2024 Regular Session, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

**A RESOLUTION RESCHEDULING THE
MINDEN CITY COUNCIL APRIL 2024 REGULAR SESSION**

WHEREAS, the Minden City Council April 2024 Regular Session is currently scheduled for April 1, 2024.

WHEREAS, requests have been made to reschedule the Minden City Council April 2024 Regular Session for April 2, 2024.

BE IT RESOLVED that the Minden City Council April 2024 Regular Session is hereby rescheduled from April 1, 2024 to April 2, 2024.

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

Nicholas A. Cox, Mayor

CERTIFICATE

I, Melaney Langford, Clerk of the City Council of the City of Minden, Louisiana, hereby certify that the above and foregoing Resolution is a true and correct copy of same as adopted by the Mayor and Council of the City of Minden on the ___ day of _____, 2024.

Given under my official signature and seal of office this ___ day of _____, 2024.

Melaney Langford, City Clerk

Minden City Council

Regular Session

Monday, March 4, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (10) Authority for Mayor Cox to Execute an Engagement Agreement to Retain the Services of Katherine W. King of Kean Miller, LLP to Serve as “Outside Counsel” for the City of Minden Under the Supervision of the City Attorney

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to execute an Engagement Agreement to retain the services of Katherine W. King of Kean Miller, LLP to serve as “outside counsel” for the City of Minden under the supervision of the City Attorney, subject to attorney review.”

MOTION: _____ SECOND: _____

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

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

DRAFT

KATHERINE W. KING, OF COUNSEL
PH 225.382.3436 DIRECT FAX 225.215.4036
KATHERINE.KING@KEANMILLER.COM

January 29, 2024

City of Minden
Mayor Nick Cox
520 Broadway Street
Minden, LA 71055

Re: Engagement of Kean Miller LLP

Dear Mayor Cox:

On behalf of the firm of Kean Miller LLP (the “**Firm**”), we appreciate your decision to engage us to provide legal representation to you in connection with the Subject Matter described below. Our only client in this engagement is City of Minden. The terms “**we**,” “**our**” or “**us**” used in this Agreement refer to the Firm. The terms “**you**” and “**your**” used in this Agreement refer to City of Minden.

The purpose of this engagement letter, the attached Terms and Conditions Addendum and any other attachments incorporated herein (collectively, the “**Agreement**”) is to confirm the terms on which the Firm will undertake to represent you in connection with the Subject Matter described below. Further, you hereby agree that to the extent any provision of any other agreement entered into between or among you and/or one or more of your subsidiaries or affiliates and us or in any applicable attorney guidelines furnished by you are inconsistent with this Agreement, the terms and provisions of this Agreement shall govern.

1. Client Relationship. Our representation of you in connection with the Subject Matter does not give rise to an attorney-client relationship between the Firm’s attorneys and any of your parent companies, direct or indirect subsidiaries, affiliates, employees, officers, directors or agents (“**your group**”). Accordingly, the Firm’s representation of you in the Subject Matter will not give rise to any conflicts of interest in the event other Firm clients are adverse to your group.

- Scope of Representation.

(a) You have asked us to represent you in connection with the following matters (the “**Subject Matter**”):

Phase 1: Identify and retain consultant to analyze and provide advice regarding SWEPCO proposed Buy-Out; work with consultant to suggest revisions and counter-proposal advice regarding same.

Phase 2: Identify and consult with FERC counsel for City of Bentonville, Hope Water & Light Commission, and City of Prescott in Docket Nos. ER24-298-000, ER24-299-000, ER24-301-000, ER24-302-000, ER24-304-000, ER24-305-000 (consolidated) regarding City of Minden joint participation in docket and preparation and filing of Late Intervention.

Phase 3: Research and analyze transmission contracts and identify and work with transmission consultant to determine potential contract cancellation costs and obligations; Analyze current SWEPCO contract and prepare questions for the City of Minden to provide to SWEPCO regarding power supply, including generation used to serve the City of Minden. Work with consultants and the City of Minden to research, analyze and develop strategic leverage points and related messaging to be used in discussions with SWEPCO and others.

Phase 4: Work with the City of Minden to identify alternative supplies of electric power and assist in analyzing proposals; advise the City of Minden on and assist in the negotiation of proposed power supply contracts.

You acknowledge that our acceptance of this engagement only involves our representation of you with respect to the Subject Matter. However, if you later ask the Firm to take on additional engagements, and the Firm agrees in writing to undertake such engagement(s), the terms of this Agreement will cover such later engagements unless we reach a separate agreement, which we will then embody in a separate, new engagement agreement.

(b) After completion of the Subject Matter, changes may occur in the applicable laws or regulations that could affect your future rights and liabilities. Unless you engage us after completion of the Subject Matter to provide additional advice on issues arising from the Subject Matter, you agree that the Firm has no continuing obligation to advise you with respect to future legal developments.

(c) Our engagement does not include providing to you any advice or other legal services relating to federal or state securities laws, including appearing or practicing before the U.S. Securities and Exchange Commission (the "SEC") or any disclosure obligations under such laws, and we understand that you will not, without our prior written consent, include documents or information that we provide to you in any filings with federal or state securities regulators, including the SEC.

(d) Our engagement does not include providing to you any advice or other legal services relating to federal or state tax laws.

(e) Our engagement does not include undertaking an analysis of or pursuit of claims for insurance coverage.

(f) You are not relying on us for, and we are not providing, any business investment or accounting advice, or any investigation into the character or credit of persons with whom you might be dealing.

2. Staffing. Katherine W. King will be the primary contact at the Firm for your representation. The following attorney has also been identified to work on this project: Gordon D. Polozola. We may use other Firm lawyers and legal assistants to work on your engagement as we believe appropriate under the circumstances.

3. Fee Arrangements.

(a) Need for Clear Understanding of Relationship. You have agreed to pay us for the services that we render pursuant to the terms of this Agreement and to reimburse us for the costs and expenses that we incur or pay on your behalf and charge to your account. Payment of our fees and costs is not contingent on the ultimate outcome of this engagement. We have made no promises or guarantees as to the total fees and costs for the Subject Matter.

(b) Hourly Rates. You agree to pay us for services rendered on the basis of the total hours worked by each of our timekeepers multiplied by their applicable individual hourly rates. The hourly rates used will be the firm's standard hourly rates for each timekeeper in effect during the year in which the work is performed which rates are adjusted by the Firm on each January 1. The current hourly rates for the attorneys who have been identified at the outset to work on the Subject Matter are as follows:

- (i) Katherine W. King \$519.00;
- (ii) Gordon D. Polozola \$510.00.

We also utilize other attorneys with specialized expertise, specialized professional consultants, paralegals, and law clerk staff. We reassess our hourly billing rates effective on January 1 of each year. The current billable rates for other attorneys, law clerks and paralegals are as follows:

- (i) Other attorneys: range is \$225.00 to \$640.00 per hour.
- (ii) Law clerks: \$130 per hour.
- (iii) Paralegals: range is \$110.00 to \$250.00 per hour.

(c) Periodic Billing. Each month or other agreed billing cycle, we will send you or your designee an invoice statement requesting that payment be made, which amount you agree to pay within 30 days after the date of the invoice. For your information, our Taxpayer Identification Number is 72-0376776. If you have questions about any statement, please raise them with us promptly. You agree that we may suspend or terminate our services and may withdraw from this engagement in the event our fees and other charges are not paid in a timely fashion.

4. Waiver/Consent to Conflicts Respecting Matters Unrelated to Subject Matter.

(a) Conflict Check. Before beginning our representation, we conducted a computerized name check against our records of clients of the Firm in order to determine whether a conflict of interest exists between our representation of you and our representation of any other clients.

(b) Existing Current Conflicts. Although no current conflicts of interest were discovered based upon the Firm's representation of you in the Subject Matter, as we discussed, we are a large firm and represent a number of clients that may be or become adverse to you on particular matters. We disclose and you acknowledge that the Firm currently and/or in the future represents Packaging Corporation of America ("PCA"), International Paper ("IP"), Lafayette City Parish Government, through its utilities department d/b/a Lafayette Utilities System ("LUS"), Calpine Corporation ("Calpine"), the Louisiana Energy Users Group ("LEUG"), Cleco Cajun, LLC ("Cleco Cajun"), independent power producers with renewable and other generation sources, and individual industrial and other customers (collectively "other Firm clients") in various electric and regulatory matters including at the Louisiana Public Service Commission ("LPSC"), and currently and/or in the future in various regulatory matters at the Federal Energy Regulatory Commission ("FERC") and in the Midcontinent Independent System Operator ("MISO") stakeholder process (collectively referred to herein as "Electric Matters"). In the event an issue arises in which there is a conflict between the position of the City of Minden and the position of such other Firm clients with respect to any Electric Matters, including but not limited to any conflict involving electric rates or contracts and LPSC certification proceedings, which may include related appeals or other judicial proceedings, you agree to waive the conflict, seek other counsel as needed, and permit the Firm to continue to represent such other Firm clients in the Electric Matter involving the conflict.

(c) Waiver of Future Conflicts.

(i) Because we have a large and diverse practice, we may be retained by clients that compete with you, either on a broad front or with respect to particular matters. For example, (A) we may be retained by a client that seeks to acquire projects, companies or property that you may also seek to acquire, (B) we may be retained by a client to obtain patents or other intellectual property rights that may affect your business. You agree that we may represent such other clients in matters in which you and they are not directly adverse parties in litigation without disclosing our representation of them to you and that you will not raise our representation of you as a basis for disqualifying us from representing such other clients in such matters. In such situations, we would screen the lawyers providing services to the other client with regard to the matter that would foreseeably adversely affect you from the lawyers providing services to you under this agreement.

(ii) In the event that a conflict not covered by the above waivers arises, the Firm will attempt to resolve such conflicts, if possible and permitted by the pertinent ethics rules,

by making any necessary disclosures and seeking any needed consents or conflict waivers from you and any other affected client. In the event that we are unable to obtain such consent, or that we conclude that we should not undertake to continue the representation in light of the conflict, you agree that we may terminate this representation.

(d) Inability to Share Confidential Information of Other Clients. Because of our professional ethical responsibilities to each of our clients, we are prohibited from sharing with you any confidential information that we obtain in the course of our representation of another client.

5. Recommendation to Consult Separate Counsel. Because the issues addressed in this Agreement are complex, particularly those involving the waiver of current and future conflicts of interest, the Firm advises you to seek the advice of separate counsel on issues related to the terms of this Agreement.

6. Entire Agreement. This Agreement constitutes the entire agreement between you and the Firm regarding your engagement of the Firm to represent you with respect to the Subject Matter, and is subject to no oral agreements or understandings. No obligation or undertaking that is not set forth expressly in this Agreement shall be implied on the part of either you or the Firm. In the event that we are subsequently engaged by you for additional matters, the terms and conditions set forth in this Agreement shall also apply, unless modified in writing by mutual agreement, to such additional or subsequent engagements that we may agree to undertake for you.

7. Conclusion.

(a) If this Agreement correctly reflects your understanding of the scope, terms, and conditions of our representation of you with respect to the Subject Matter, please indicate your acceptance by replying by email stating your acceptance of this Agreement or by executing the enclosed copy of this Agreement in the space provided below and returning it to the attention of the undersigned at our office address set forth on the first page of this Agreement. The engagement is effective as of the date of such acceptance. However, if you engage our Firm, you are responsible for any authorized fees and costs incurred prior to the effective date.

(b) By indicating your acceptance of this Agreement, you will be acknowledging that you have read this Agreement and understand its terms.

(c) The Firm and you agree that a digital signature shall be effective to prove assent to the terms of this Agreement. Furthermore, the Firm and you agree that the terms of this Agreement may be proved through an electronic facsimile, including a scanned electronic copy in Portable Document Format (“PDF”) or other digital format, and that no “original” hard-copy document shall be retained by us to prove the terms of this Agreement.

(d) If you have any questions about any aspect of our engagement or our invoices at any time, please feel free to raise those questions. It is very important that we proceed on a clear

and satisfactory basis in our work for you. We are pleased to have this opportunity to represent you.

Very truly yours,

Katherine W. King

KWK/srf

The foregoing is approved and agreed to as of _____, 2024

City of Minden

By: _____
Printed Name: Nick Cox
Title: Mayor of the City of Minden

TERMS AND CONDITIONS ADDENDUM

1. Fees. Our fees will be based on all time spent representing you in the Subject Matter, which may include but are not limited to fact investigation, document preparation, drafting/reading emails and other correspondence, conferences with you, reviewing documents, internal meetings, phone conferences, negotiations, legal research, travel time, and court appearances. If we provide you with an estimate of the fees and charges for a particular matter, any such estimate is not a maximum or fixed-fee quotation and the ultimate amount due may vary from the estimate. Unless otherwise agreed with you, our invoices will show timekeepers' hourly rates applicable to their time recorded on this engagement, as in effect when the time was worked. You will be obligated to pay all costs and expenses, including, without limitation, reasonable attorneys' fees, incurred by us in obtaining payment of our fees and disbursements. If our representation results in a monetary recovery by litigation or arbitration award, judgment or settlement, or by other realization of proceeds, you hereby grant us an attorneys' lien on those funds in the amount of any sums due us. If you fail to make timely payment of any invoice, interest shall accrue at the Contract Rate on the amount due beginning on the day payment of such invoice was due and shall terminate when payment of such invoice, and any accrued interest thereon, is paid in full. "**Contract Rate**" means an interest rate equal to the lesser rate of (a) two (2) percentage points above the one month prime rate of JPMorgan Chase & Co., New York, New York, or its successor, on the date such payment was due, or (b) the maximum rate of interest permitted to be charged you by applicable laws.

2. Costs and Expenses.

(a) Our invoices also will include charges for services and expenses customarily invoiced by law firms, in addition to fees for legal services performed in connection with the Subject Matter. These include travel expenses, including mileage, parking, airfare, lodging, meals and ground transportation. Further, our invoices may include charges for items and services such as digital impressions and output (reproductions, printing, scanning, color imaging, etc.), overnight delivery (FedEx, UPS, etc.) computerized legal research, long distance telephone, faxes, government filing fees, and other non-overhead expenses incurred for your benefit. Expenses charged by third-parties that are incurred specifically on your behalf (e.g., filing fees and expert's fees) will be billed at cost; any substantial expenses of this kind may be billed to you directly by such third parties. Other expenses for which the Firm contracts in bulk (e.g., online research, imaging, facsimile and litigation support) will include a reasonable allocation of overhead for clients using the services. The fees and services of third parties incurred in connection with our representation of you, such as printers, experts, messenger and delivery services, process servers, court reporters, witness fees, and filing services, also will be charged to you. For any substantial expenses, you agree that you will pay the fees and expenses directly, and authorize us to make arrangements to have such third parties bill you directly. Our Firm will pay minor expenses and bill you for those out-of-pocket expenditures made on your behalf.

- The firm will not be providing you with any e-discovery services. In the event you subsequently request the firm to provide e-discovery services, a subsequent

written agreement will be required to summarize the costs and other terms for such services.

3. Responses to Auditor Inquiries. The legal fees associated with providing information to auditing firms on your behalf may be billed to you separately or be included with one of the matters on which we are working.

- Right of Firm to Seek Advice Concerning Legal and Professional Obligations. We may face questions from time to time concerning our legal and professional obligations in connection with our representation of you. The Firm has designated several of its lawyers to serve as counsel to the Firm to advise the Firm concerning those obligations, and the Firm may also retain independent counsel to secure such advice. You agree that we may disclose confidential information concerning our representation to such lawyers for the purpose of seeking such advice. Moreover, to the extent that Firm lawyers give such advice to the Firm, by accepting the terms of this Agreement you agree to waive any conflicts that might otherwise limit the ability of such lawyers to give such advice concerning current clients of the Firm. The Firm will not bill you for the time of any lawyers involved in providing advice to the Firm concerning the Firm's legal and professional obligations without your specific agreement. Finally, you agree that communications between Firm lawyers and other personnel and the lawyers advising the Firm in connection with that advice will be protected by the Firm's attorney-client privilege both during and after the termination of the attorney-client relationship between you and the Firm.

4. Advice about Possible Outcomes. Either at the commencement or during the course of our representation, we may express opinions or beliefs concerning the Subject Matter or various courses of action, and the results that might be anticipated. Any such statement is intended to be an expression of professional judgment only, based on the state of the law and information available to us at the time, and should not be construed as a promise or guarantee regarding the outcome.

- Lobbying. Representation that may entail work considered lobbying under federal or state lobbying laws may require the Firm to register and report our activities on your behalf under the Lobbying Disclosure Act of 1995 and/or state lobbying laws. For foreign clients, it may be appropriate to register under the Foreign Agents Registration Act. Any time spent in connection with the preparation and filing of the required reports on your behalf and associated fees or charges shall be billed to you.

5. Discharge and Withdrawal. You will have the right at any time to terminate the Firm's representation of you by delivering written notice of termination to us. The Firm will have the right to withdraw from its representation of you at any time as long as withdrawal can be accomplished without material adverse effect on your interests, or for good cause as provided in the Louisiana Rules of Professional Conduct. Our lawyer/client relationship will terminate upon the earlier of written notice of termination, the completion of the specific services that you have engaged us to perform (as described above) or the passage of twelve months without our performing any legal services for you. In addition, because all parties involved in the Subject Matter are not yet known, we reserve the right to withdraw from our representation of you in connection with the Subject Matter in the event we discover the involvement of a party that presents a conflict of interest that cannot be resolved. If you discharge us or we elect to withdraw,

then you will take all steps necessary to free us of any obligation to perform, including by executing any documents necessary to complete the termination of the representation, and we will take all steps that, in our view, are reasonably practicable to the protect your interests. If a discharge or withdrawal occurs, then (i) you will pay us for all costs and expenses paid or incurred by us on your behalf, and you will pay us a reasonable fee for the professional services that we have rendered to you to the date of termination, or in connection with an orderly transition, and for which we previously have not been paid; and (ii) you agree to promptly execute a substitution of counsel or other documentation authorizing the Firm's withdrawal as counsel in any judicial, administrative, or other proceeding in which we have appeared on your behalf. The fact that we might inform you from time to time of developments in the law which might be of interest to you, by newsletter or otherwise, will not reestablish a lawyer/client relationship that has terminated. In this regard, we assume no obligation to inform you of any developments in the law unless we have been specifically engaged in writing to do so.

- Client Rights and Responsibilities. We expect that you will provide us with the factual information you have which relates to the Subject Matter, and that you will make any appropriate business or technical decisions. We believe that you should be actively involved in the strategy and management of your legal affairs, and you have agreed to keep us informed of all developments relating to the Subject Matter, provide documents and other information in a timely manner, and attend required meetings.

6. Miscellaneous.

(a) Use of Email. We are accustomed to using e-mail as a quick and effective means for communicating with our clients. However, you should understand that no medium of communication is 100% secure. While we have no reason to suppose that our e-mail system is not reasonably secure, there is a risk that e-mail exchanged between us may be intercepted, may be diverted and for technical reasons may never reach its addresses. It may be appropriate to use alternative media to communicate particularly sensitive material and to seek confirmation in other situations that an electronic message has been received. Moreover, although we have implemented measures to protect against our sending or receiving computer viruses and other malicious programs, we cannot guarantee that these will be completely effective.

- Electronic Data Communication and Storage.

(i) We may send data over the Internet, or store electronic data via computer software applications hosted remotely on the Internet or clouds. Your confidential electronic data may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data.

- You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

(b) File Retention and Disposition. After this engagement has ended, you may request the return of your client file. It is our practice to retain the client file (or digital versions or copies thereof), in accordance to our records retention policy and at our cost, for a minimum of 5 years after the matter has ended. If you do not request the files in writing before the end of our retention period, upon the expiration of that period we will have no further obligation to retain the files and may at our discretion destroy the files without further notice to you. If, prior to the date which is 5 years after the matter has ended, you request us to retain your files after the expiration of such 5 year period, we may but shall not be obligated to agree to do so and if we do agree to store such files, we may charge you for the cost of storage. We may scan and store all client files in electronic PDF format and destroy all hard-copy (paper) files given to or received by the Firm immediately after scanning. All files may be stored “in the cloud” using widely-used providers such as SugarSync and Dropbox. You understand that there are risks to confidentiality associated with this means of data/document storage. You may request in writing that we make available to you or your designee any PDF files in our possession that have not been destroyed in which event, within a reasonable period of time after receipt of such request, we shall make electronic (not hard-copy) files available for download.

- Governing Law. This engagement shall be governed by the law of the State of Louisiana without regard to the conflict of laws principles thereof.

(c) Arbitration of All Firm-Client Disputes.

(i) Arbitrable Disputes. Any dispute, controversy or claim that may arise between the Firm and you shall be resolved by arbitration. Furthermore, any award rendered by any arbitrator(s) may be entered in any court having jurisdiction thereof, including but not limited to the . Among other disputes, the parties hereby agree to arbitrate the following:

(A) Disputes Regarding Fees, Costs and Other Compensation Due to the Firm. All disputes relating to costs, fees, compensation or remuneration to the Firm, including but not limited to, disputes arising under the law of contract, unjust enrichment, restitution and/or quantum meruit shall be resolved by arbitration administered by the Louisiana State Bar Association (“LSBA”) Program of Arbitration of Legal Fee Disputes.

- All Other Disputes. All other disputes, including but not limited to, those arising under the law of tort, contract, restitution and/or legal malpractice shall be resolved by arbitration administered by the American Arbitration Association (“AAA”) in Baton Rouge, Louisiana under the Commercial Arbitration Rules, Expedited Procedures effective at the time of the dispute.

(ii) Miscellaneous Arbitration Provisions.

(A) Responsibility for Costs and Fees of Arbitration. The nonprevailing party shall pay all costs incurred by the prevailing party. In

addition, the nonprevailing party shall pay the prevailing party for all billable time incurred in connection with arbitration and with enforcement of any arbitration award, whether such billable time is incurred by the Firm acting on his own behalf or by a lawyer or a law firm retained by the prevailing party, whether the Firm or you.

- Informed Consent to Arbitration. Arbitration proceedings are ways to resolve disputes without use of the court system. The Firm and you understand that in agreeing to arbitrate, they are expressly waiving their right to file any lawsuit in court, to broad discovery under the applicable rules of procedure, to a trial by a judge or a jury and to appeal. These are important rights that should not be given up without careful consideration. Arbitration may be more expensive than litigation and often involves substantial up-front costs. The Firm and you understand that this paragraph does not prospectively limit the Firm's liability to you in any way, nor does it impinge upon your right to make a disciplinary complaint to the appropriate authorities. You are hereby advised of the desirability of seeking, and you hereby acknowledge that you have been given a reasonable opportunity to seek, the advice of independent legal counsel regarding this arbitration provision. You are further advised to review the detailed procedures and costs associated with arbitration at the LSBA and AAA websites. To provide these opportunities, this paragraph shall not be effective until 21 days after signing. If you do not wish this paragraph to become effective, you shall within this 21-day period provide written notice to the Firm via certified United States mail, return-receipt requested.

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (11) Authority for Mayor Cox to Execute an Exchange Deed for the Exchange of Property between the City of Minden and the Webster Parish School Board

Discussion:

The properties to be exchanged are the parcels of land upon which Griffith Stadium is located and the parcel of land upon which the Clerk Street Water Plant is located.

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to execute an Exchange Deed for the exchange of property between the City of Minden and the Webster Parish School Board, as presented.”

MOTION: _____ SECOND: _____

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

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

Minden City Council

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Agenda Fact Sheet

Agenda Item:

(12) Decommissioning and Leveling of the Clerk Street Water Plant

Discussion:

Tyler Wallace, Director of Public Works, recommends the decommissioning and leveling of the Clerk Street Water Plant to make space for an improved water infrastructure project.

Suggested Wording of Motion:

“I move to decommission and level the Clerk Street Water Plant, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

Minden City Council Regular Session

Monday, March 4, 2024

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Agenda Fact Sheet

Agenda Item:

(13) Personnel – Minden Police Department New Hire

Discussion:

Branthony Brown – 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 Branthony Brown 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

cc: April Agullar, HR

From: Chief Jared McIver

Date: 2/20/2024

Re: Full Time Police Officer New Hire

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

Thanking you in advance,


Chief Jared McIver



This is to certify that you have successfully passed the examination for entry level Police Officer administered on December 7, 2023, with a score of 82 percent. Your test score is valid beginning December 8, 2023. Therefore, your test score will expire on June 8, 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.



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Agenda Fact Sheet

Agenda Item:

(14) Budget/Financial Report for January 2024

Discussion:

Melaney Langford, City Clerk, will present the Budget/Financial Report for the month of January 2024.

Suggested Wording of Motion:

No motion is required.

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Agenda Fact Sheet

Agenda Item:

15 Fire Report for February 2024

Discussion:

Brian Williams, Fire Chief, will present the Fire Report for the month of February 2024.

Suggested Wording of Motion:

No motion is required.

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Agenda Item

Police Report

City Fines	\$7,654.00
District Attorney’s Office	\$0.00
Crime Lab	\$220.00
City Court.....	\$259.00
Marshal’s Office	\$240.00
Indigent Defender.....	\$350.00
Victim’s Fund	\$0.00
Clerk’s Fund.....	\$16.00
Community Service.....	\$0.00
WARE Center	\$60.00
LA Commission on Law Enforcement	\$12.00
Off-Duty Witness Fee	\$96.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$24.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$30.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$80.00
Judicial Education.....	\$3.00
TOTAL	\$9,043.50

Suggested Wording of Motion:

“I move to accept the Police Report for the month of January 2024, as presented.”

MOTION: _____ SECOND: _____

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

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

