

Minden City Council

REGULAR SESSION



Monday, May 6, 2024 – 5:00 p.m.
City Hall – Council Chambers

AGENDA ITEMS

Prayer: Levon 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 the Minden City Council Regular Session held on April 2, 2024
- (2) Adopt Minutes of the Minden City Council Special Session held on April 18, 2024
- (3) Audit Presentation for Fiscal Year 2022-2023 by Allen, Green & Williamson, LLP
- (4) Appointment – Minden Main Street Program/Downtown Development Commission
- (5) Adopt Ordinance No. 1143 – An Ordinance Establishing “No Thru Truck Traffic” Signs on Country Club Circle Between its Intersections with Lewisville Road and Homer Road; Providing for the Installation of “No Thru Truck Traffic” Signs with Reflectors; and Providing Penalties for the Violation Thereof
- (6) Adopt Ordinance No. 1144 – An Ordinance to Provide for Sale of Adjudicated Properties; and, Further Providing with Respect Thereto
- (7) Authority for Mayor Cox to Enter into a Cooperative Agreement between the City of Minden and E&P Consulting Services, LLC for the City of Minden Adjudicated Property Program
- (8) Authority to Advertise for Bids for the Perimeter Fence at the Minden Airport
- (9) Award Bid No. 03-2024 – Branded Unleaded Gasoline & Diesel Fuel
- (10) Personnel – Minden Police Department New Hire
- (11) Budget/Financial Report for March 2024
- (12) Fire Report for April 2024
- (13) Police Report for March 2024
- (14) Condemned Property – 604 Lee Street – Rosa Jackson

Announcements – Council Comments – Adjournment

Presentation of Proclamation Honoring GYM 4:13

Minden City Council

Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(1) Adopt Minutes of Minden City Council Regular Session held on April 2, 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session held on April 2, 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 APRIL 2, 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 Andy Pendergrass and the Pledge of Allegiance was led by Carlton Myles. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Latasha Mitchell moved to amend the printed agenda to remove Item (15) Personnel – Minden Police Department New Hire. The motion was duly seconded by Michael Roy and carried unanimously.

Michael Roy moved to adopt the minutes of the Minden City Council Regular Session held on March 4, 2024, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt the minutes of the Minden City Council Special Session held on March 25, 2024, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Latasha Mitchell, the council unanimously awarded Bid No. 02-2024 – Street Improvements Project to the lowest qualified bidder meeting all requirements, Benton & Brown, LLC. This project includes the following streets: Fort Street from East Union Street to Sheppard Street, Germantown Road from Kennon Street to Guy Miller Road, 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. Abstention(s): None. Absence(s): None.

The following action was taken regarding condemned property:

Rosa Jackson	604 Lee Street
604 Lee Street	South 25 ft. of Lots #6 & 7 & North
Minden, Louisiana 71055	23 ft. of Lots #26 & 27, Blk. “11”, Harrell Hts. (Being a Lot 48 x 80 ft.)

Eloise Sanders was present representing Rosa Jackson’s property. Carlton Myles moved to table this matter until the Minden City Council May Regular Session. 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:

Essie Lee Carter Newman	1105 Linden Street
c/o Debra Sinville	Lot #10, Blk. "U", Rosedale Subdiv.
Post Office Box 19423	
Shreveport, Louisiana 71149	

Attorney Nelson Smith of Kitchens Law Firm presented a written curator report stating that correspondence was sent via Certified Mail, Return Receipt Requested and regular U.S. mail to Essie Lee Carter Newman and that, to date, he has received no response. Evidence of correspondence to Essie Lee Carter Newman was provided. Carlton Myles moved to authorize Mayor Cox to issue an order declaring the property condemned and further order the demolition of any structures located thereon and the cleaning of the lot within 30 days of April 2, 2024. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Carlton Myles moved to appoint Brian Meeker to the Minden Main Street Program/Downtown Development Commission to fill the vacant term, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Latasha Mitchell moved to adopt a Resolution Rescheduling the Minden City Council May 2024 Regular Session, as presented. This resolution reschedules the Minden City Council May Regular Session from 6:00 p.m. on May 6, 2024 to 5:00 p.m. on May 6, 2024. The motion was duly seconded by Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously adopted a Resolution Authorizing the City Clerk to Reserve Certain Funds in Order to Be Prepared for Any Emergencies in Electrical Rates and Expansions, as presented. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to adopt a Resolution Authorizing Mayor Cox to Execute a Cooperative Purchasing Agreement between the City of Minden and the Town of Benton Regarding Water Meters, as presented. The motion was duly seconded by

Carlton Myles and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Michael Roy moved to adopt a Resolution Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale, as presented. This resolution is to surplus a boring machine and accessories. 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 adopted a Resolution Adopting the City of Minden Working ARPA Budget, as presented. The working ARPA Budget includes the following projects: Phase Two of the Public Works Control Center, the Animal Control Facility, the Parks and Recreation Department, A/V equipment for the Civic Center, remodeling of the Community House, the Shreveport Road Water Main, airport hangars, and city cleanup and condemnations. Abstention(s): None. Absence(s): None.

Carlton Myles moved to authorize the City Clerk to advertise for bids for working ARPA Budgeted items. The motion was duly seconded by Levon Thomas and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Andy Pendergrass moved to authorize Mayor Cox to enter into Cooperative Endeavor Agreements between the City of Minden and the Department of the Treasury of the State of Louisiana. This item is in reference to legislative funds in the amount of \$100,000.00 and \$1,000,000.00 that the City of Minden was awarded by Act 397 of the 2023 Regular Legislative Session. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): None.

Upon motion by Michael Roy and duly seconded by Andy Pendergrass, the council unanimously approved the promotion of Minden Police Sergeant Brandon Shane Griffith to the rank of Police Lieutenant, as presented. Abstention(s): None. Absence(s): None.

City Clerk Melaney Langford presented the Budget/Financial Report for the month of February 2024. No motion was required.

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

The Police Report for the month of February 2024 was unanimously accepted, as presented, by motion of Latasha Mitchell and second by Andy Pendergrass. Abstention(s): None. Absence(s): None.

The Minden Police Department presented Life Saving Awards to Officer Jordan Greer, Sergeant Mitch Hackett, and Sergeant Reece Tewell.

Jerry Madden, President of the Galvez Chapter of the Louisiana Society of the Sons of the American Revolution, presented the Life Saving Award to Sergeant Reece Tewell.

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, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(2) Adopt Minutes of Minden City Council Special Session held on April 18, 2024

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Special Session held on April 18, 2024, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN SPECIAL SESSION HELD ON APRIL 18, 2024**

The Minden City Council met at City Hall in Minden, Louisiana, beginning at 9:30 a.m. with the following members present: Mayor Nicholas A. Cox, Levon Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Absence(s): Carlton Myles. Mayor Cox welcomed everyone to the meeting. Prayer was offered by Mayor Cox and the Pledge of Allegiance was led by Levon Thomas. It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Andy Pendergrass moved to adopt a Resolution Approving a Payment in Lieu of Tax in Accordance with a Term Sheet; Requesting the Northwest Louisiana Finance Authority Enter into a Payment in Lieu of Tax Agreement; and Providing for Other Matters with Respect Thereto. The motion was duly seconded by Michael Roy and the vote was unanimously in favor. Abstention(s): None. Absence(s): Carlton Myles.

There being no further business, the meeting was adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council

Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(3) Audit Presentation for Fiscal Year 2022-2023

Discussion:

The accounting firm of Allen, Green & Williamson, LLP will present its findings for the fiscal year ending September 30, 2023.

Suggested Wording of Motion:

“I move to accept the 2022-2023 audit for the fiscal year ending September 30, 2023, as presented by the accounting firm of Allen, Green & Williamson, LLP.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

Minden City Council

Regular Session

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Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(4) Appointment – Minden Main Street Program/Downtown Development Commission

Discussion:

Appointment of Claudine Thomas to fill the unexpired term of Kimberly Landaiche. Her term will expire on 09/08/2025.

See attached.

Suggested Wording of Motion:

“Upon the recommendation of Main Street Director Taylor Wren, I move to approve the appointment of Claudine Thomas to the Minden Main Street Program/Downtown Development Commission to fill the vacant term, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____



MINDEN MAIN STREET
P. O. BOX 580 MINDEN, LA 71058-0580
318-371-4258
TAYLOR WREN, DOWNTOWN DEVELOPMENT DIRECTOR

May 2, 2024

Mayor Nicholas Cox
City of Minden
P. O. Box 580
Minden, LA 71058

Dear Mayor Cox:

Due to the early resignation of one of our members, there is a vacancy on the Minden Main Street/Downtown Development Board.

I would like to recommend the appointment of Mrs. Claudine Thomas, Downtown Business and Property Owner, to fill this unexpired term. Mrs. Thomas's term will expire September 8, 2025.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Taylor Wren". The signature is written in a cursive, flowing style.

Taylor Wren
Main Street

Minden City Council

Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (5) Adopt Ordinance No. 1143 – An Ordinance Establishing “No Thru Truck Traffic” Signs on Country Club Circle between its Intersections with Lewisville Road and Homer Road; Providing for the Installation of “No Thru Truck Traffic” Signs with Reflectors; and Providing Penalties for the Violation Thereof

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1143 – An Ordinance Establishing “No Thru Truck Traffic” Signs on Country Club Circle between its Intersections with Lewisville Road and Homer Road; Providing for the Installation of “No Thru Truck Traffic” Signs with Reflectors; and Providing Penalties for the Violation Thereof, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

ORDINANCE NO. 1143

AN ORDINANCE ESTABLISHING "NO THRU TRUCK TRAFFIC" SIGNS ON COUNTRY CLUB CIRCLE BETWEEN ITS INTERSECTIONS WITH LEWISVILLE ROAD AND HOMER ROAD; PROVIDING FOR THE INSTALLATION OF "NO THRU TRUCK TRAFFIC" SIGNS WITH REFLECTORS; AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF

BE IT ORDAINED, by the Council of the City of Minden, convened in Regular Session on the ___ day of _____, 2024, that:

SECTION 1. Said Ordinance establishes "No Thru Truck Traffic" on Country Club Circle between its intersections with Lewisville Road and Homer Road.

SECTION 2. The designated "No Thru Truck Traffic" area is advantageous to the residents located within the affected area.

SECTION 3. The necessary "No Thru Truck Traffic" signs with reflectors shall be installed on Country Club Circle between its intersections with Lewisville Road and Homer Road.

SECTION 4. For the purpose of this Ordinance, the following are defined to wit:

- 5.1 A commercial vehicle having more than two (2) axles or a Gross Vehicle Weight of 18,000 pounds.
- 5.2 Thru truck traffic traversing City streets without commercial reason to stop.
- 5.3 Exemptions – emergency vehicles, moving vans, livestock trucks and trailers, farm equipment, school buses, trucks belonging to the City of Minden, and delivery trucks servicing addresses within the affected stretch of Country Club Circle.

SECTION 5. Any person who violates the provision of this Ordinance shall, upon conviction thereof, be punished by imprisonment for a period of not more than thirty (30) days, or by fine of not more than five hundred dollars (\$500.00), or by both such imprisonment and fine, at the discretion of the Court.

SECTION 6. All Ordinances or parts of Ordinances by the Council of the City of Minden conflicting with or inconsistent with the provisions of these regulations are hereby repealed.

SECTION 7. This Ordinance shall be published in the official journal of the City of Minden, the Minden Press-Herald, in the manner provided by law.

SECTION 8. If any section, clause, paragraph, provision, or portion of these regulations shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision, or portion of these regulations.

SECTION 9. This Ordinance shall become effective thirty (30) days after it has been published once in the official journal of the City of Minden.

PASSED AND ADOPTED by the Council of the City of Minden on this ___ day of _____, 2024, by the following vote and upon motion and second of _____ and _____, respectively.

AYE(S):

NAY(S):

ABSTENTION(S):

ABSENCE(S):

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk

Minden City Council Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (6) Adopt Ordinance No. 1144 – An Ordinance to Provide for Sale of Adjudicated Properties; and, Further Providing Respect Thereto

Discussion:

This ordinance outlines a new process for the sale of adjudicated property in the City of Minden.

See attached.

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1144 – An Ordinance to Provide for Sale of Adjudicated Properties; and, Further Providing Respect Thereto, as presented.”

MOTION: _____ SECOND: _____

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

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

_____, seconded by _____, offered the following ordinance for adoption.

ORDINANCE NO. 1144

**AN ORDINANCE TO PROVIDE FOR SALE OF ADJUDICATED PROPERTIES;
AND, FURTHER PROVIDING WITH RESPECT THERETO.**

WHEREAS, the City of Minden has an interest in the health, safety and welfare of its citizens; and

WHEREAS, the City currently has adjudicated properties; and

WHEREAS, Act 819 was enacted by the 2008 Legislative Session, revising La. R.S. 47:2121, *et seq.* to establish procedures for the sale of adjudicated properties, and the City of Minden desires to establish and adopt such procedures in order to place such adjudicated properties back into the economic stream of commerce for the benefit of its communities; and

WHEREAS, R.S.47:2201, authorizes a political subdivision to adopt general ordinances governing the public sales and donations of adjudicated property.

NOW THEREFORE:

I. ADMINISTRATION

The City of Minden hereby establishes the City of Minden Adjudicated Property Program, which shall be administered by the Minden City Council (hereinafter "City Council" or "MCC"). The City shall contract with a third party administrator or management company (hereinafter "Management Company") to administer the sale or donation of adjudicated properties in the City at a cost of \$0 to the City Council other than the direct cost of statutorily required notices in the official publication that will be direct billed by the official publication.

The MCC hereby authorizes, pursuant to La. R.S.47:2196, the public sale of all properties adjudicated to the City since January 1, 1975, and for a period of at least three (3) years. The sale of said properties shall be governed by the laws of the State of Louisiana and this Ordinance.

II. PUBLIC INFORMATION AND DISCLOSURE

Forms and instructions shall be accessible to the public from the Management Company web site or printed publication produced and provided by or for the City of Minden for such purposes.

III. PRE-BIDDING PROCESS

A. Initiation of Sale

The available adjudicated properties shall be pulled from the Webster Parish tax roll records which are available to the public on the Parish website.

Upon receipt of application and fee, the Management Company shall conduct a preliminary investigation to confirm that the property has been adjudicated to the City of Minden, has not been redeemed and has not been determined as needed for a public purpose.

The Management Company shall calculate the minimum bid by communicating with the tax collector and tax assessor's offices. and will convey that information to the interested purchaser who will have the opportunity to make an offer that equates to the minimum bid.

The Management Company shall confirm the minimum bid price, based upon total amount of liens and taxes due, and acquisition costs. Pursuant La. R.S. 47:2202, the City of Minden hereby establishes that there is no minimum bid at the public sale of an adjudicated property; however, unless circumstances demand otherwise, recommended bidding to ensure equivalent value shall not be less than the lesser of:

- a) The total amount for which the property was adjudicated, including all interest, costs, penalties, and the amount of any state, parish, city, levee district charges and all subsequent taxes and other local improvement or code enforcement charges; or
- b) Two-third the assessed value.

Management Company will communicate with the interested purchaser who will have the opportunity to make an offer that equates to the minimum bid. After a minimum bid has been made, the Management Company shall conduct title research and effect public notice.

IV. NOTICE

(a) The Management Company, on behalf of the City for the benefit of the potential purchaser, shall give notice to any tax sale party whose interest that a prudent purchaser would intend to terminate, as determined by the Management Company, in its discretion, that he has until the later of the following to redeem the property or otherwise challenge in a court of competent jurisdiction the potential sale: (i) depending on the date of adjudication, either six months or the sixty days from the date of the notice provided in this Subsection; or (ii) the filing of the act of sale transferring the property.

(b) The Management Company, on behalf of the City for the benefit of the potential purchaser, shall cause to be published in the official journal of the City of Minden a notice that any tax sale party whose interest that a prudent purchaser would intend to terminate has until the later of the following to redeem the property or otherwise challenge in a court of competent jurisdiction, the potential sale of the property: (i) Sixty (60) days or six (6) months from the first publication of the notice provided for in this Subsection; or (ii) The filing of the sale or donation transferring the property.

V. AUCTION

Except as otherwise provided in this ordinance, or by La. R.S. 47:2121 *et seq.*, the auction shall be governed by R.S. 9:3151 *et seq.* Following notice of sale being published in the official journal of the City of Minden, a public auction shall be held at the MCC office and shall be handled by the office of City Manager with assistance from the Management Company on behalf of the MCC. All bid amounts are subject to final approval by the City. The City is hereby authorized to accept and/or reject any or all bids, and to execute any and all documents necessary to finalize the sale of properties sold pursuant to these procedures. If in any event a property is not sold at such public auction, the property shall remain adjudicated to the City.

All Acts of Sale of adjudicated property shall contain provisions, acceptable in form and substance to the City which provide that all such sales shall be for cash and shall be without warranty of title and without any warranty of merchantability or fitness; shall be "as is, where is"; that it shall be the obligation of the purchaser to obtain title insurance, if it is desired; that all such sales shall be subject to such encumbrances, liens, mortgages, real charges or other burdens reflected in the public records; and that the Act of Sale for such adjudicated property shall contain a condition which shall require the purchaser of such property to improve/renovate/make use of the tract, to the satisfaction of the administration, within 365 days of the passage of the Act of Sale and that, if the purchaser fails to timely comply with this provision, the MCC shall have the right to rescind, dissolve or cancel the sale.

After the Auction and the six (6) month or the sixty (60) day period set forth in the notices provided above, closing of the transactions shall occur. Such date may be extended by mutual agreement of the Management Company, acting on behalf of the City, and the potential purchaser. At closing, the purchaser shall pay the bid amount.

All sales are made without warranties whatsoever, except for warranty against eviction based on prior alienation by the political subdivision. Purchaser has the right to obtain title insurance, if available, at its sole cost and expense. All minerals and mineral rights shall be reserved by the City, if allowed by law. Cash Sales may contain additional reservations, requirements, restrictions, rights of way, and servitudes imposed by the City.

The Management Company on behalf of the City for the benefit of the potential purchaser or the successful bidder will file with the recorder of mortgages of Webster Parish a copy of the

Purchaser's Affidavit and one of the notices that was sent to the tax debtor or the current owner. A transfer, mortgage, lien, privilege, or other encumbrance filed after the filing of the notice shall not affect the property. Pursuant to the provisions of La. R.S. 47:2206(C), the recorder of mortgages or recorder of conveyances shall cancel, erase, terminate, or release the acts upon the request of the Management Company or the successful bidder. Purchaser shall be responsible for recording and paying any other recording fees, including, without limitation, fees for recording any affidavits.

Upon recordation of the sale, disbursement of funds shall occur. All proceeds after the deduction of costs shall be paid pro rata to holders of statutory impositions and governmental liens, unless otherwise agreed.

VI. LOT NEXT DOOR PROGRAM

MCC hereby further elects to sell any eligible adjudicated property to any adjoining landowner for any price set by the City without public bidding if the landowner can and does attest that he or she has maintained the adjudicated property for a period of one year prior to the sale. In the event that more than one adjoining land owner has maintained the property for a period of more than one year, the property shall be auctioned. Such a sale shall be deemed a public sale, pursuant to La R.S. 47:2202(B). The remaining aspects of this Ordinance involving notice and redemption opportunities will otherwise apply.

VII. DONATION OF PROPERTY OR CLAIM OF OWNERSHIP

The MCC hereby further elects, to the extent allowed by the Louisiana Constitution, to donate any eligible adjudicated property to be used only for purposes allowed by the Louisiana Constitution or to claim ownership of adjudicated property in accordance with La. R.S. 47:2236. The remaining aspects of this Ordinance involving notice and redemption opportunities will otherwise apply.

VIII. SEVERABILITY

If any provision contained in this ordinance is held invalid, such invalidity shall not affect other provisions which can be given effect without the invalid provision, and to this end, the provisions established herein are declared severable.

This ordinance becomes effective in accordance with dates set forth herein and five (5) days after publication in the Official Journal.

The above ordinance was introduced on the ___ day of _____, 2024.

The ordinance was submitted to a roll call vote, and the vote thereon was as follows:

AYE(S):

NAY(S):

ABSTENTION(S):

ABSENCE(S):

The ordinance was adopted this ___ day of _____, 2024.

* * *

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Ordinance No. 1144 adopted at a Regular Meeting of the Minden City Council held on the ____ day of _____, 2024, in which a quorum was present and voting and that the ordinance adopted is still in effect and has not been rescinded or revoked.

Signed at Minden, Louisiana on the ____ day of _____, 2024.

_____, City Clerk

_____, Recording Secretary

Minden City Council

Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

- (7) Authority for Mayor Cox to Enter into a Cooperative Agreement between the City of Minden and E&P Consulting Services, LLC for the City of Minden Adjudicated Property Program

Discussion:

This agreement allows E&P Consulting Services, LLC to facilitate the sale of adjudicated property in the City of Minden.

See attached.

Suggested Wording of Motion:

“I move to authorize Mayor Cox to enter into a Cooperative Agreement between the City of Minden and E&P Consulting Services, LLC for the City of Minden Adjudicated Property Program, as presented.”

MOTION: _____ SECOND: _____

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

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

**COOPERATIVE AGREEMENT
CITY OF MINDEN ADJUDICATED PROPERTY PROGRAM**

Be it known, that on this ____ day of _____, 2024, the Minden City Council (hereinafter the “MCC” or “City”) and E&P Consulting Services, LLC, (hereinafter referred to as “Contractor,” “Consultant” or “Management Company”), do hereby enter into a cooperative agreement under the following terms and conditions:

Scope of Services

Contractor hereby agrees to serve as the exclusive provider of services for the establishment, management and operation of the Minden City Council process for the sale of adjudicated properties.

Payment Terms

In consideration of the services described above, the Contractor will collect a fee of \$1,000 for each adjudicated property sale handled in accordance with the established City ordinance from either the property purchaser or the tax debtor. In the event that the tax debtor redeems the property, the tax collector will apply the \$1,000 fee to the redemption bill to ensure that the property purchaser is reimbursed. In the event that the property is not redeemed, the Contractor will finalize the sale by preparing the Deed and Mortgage Record Affidavit and handle the closing. Additional fees to be collected from the purchaser by the Contractor are \$200 fee to the Contractor for deed/affidavit preparation, the filing fees to be charged by the clerk of court, and the purchase price of the property which will be delivered to the City.

Oversight & Audits

The contract shall be monitored by the City Attorney. Such oversight will include a review of services summarized in a quarterly statement provided by the Management Company to the City Council.

It is hereby agreed that the City shall have the option of auditing all accounts and files of Contractor which relate to this contract.

Termination Clause

The City or Management Company may terminate the contract at any time by giving thirty (30) days written notice to the other party. The Contractor, at its option, may be allowed to complete all transactions in process.

Ownership

All records, reports, maps, documents and other material delivered or transmitted to Contractor by the City shall remain property of the City and shall be returned by the Management Company to the City at termination of this contract. All records, reports, documents or other material related to this contract and/or obtained or prepared by the Management Company in connection with the performance of the services contracted for herein shall become the property of the City, and shall upon request be returned by the Management Company to the City.

Non-assignability

The Contractor shall not assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the City.

Severability

If any one or more of the provisions contained in this contract shall, for any reason, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this contract, and in such an event, this contract shall be construed as if such provisions had never been contained herein.

Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Consultant hereby certifies that it has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent federal crimes. The Management Company further certifies that it has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, misapplication of payments, malfeasance in office, or their equivalent federal crimes within the five (5) years prior to submitting the proposal.

Anti-Discrimination Statement

The Management Company agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Fair Housing Act of 1968 as amended, and Management Company agrees to abide by the requirements of the Americans with Disabilities Act of 1990, and as amended by the ADA Amendments Act of 2008.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this contract.

THUS DONE AND SIGNED AT Minden, Louisiana, on the day, month and year first written above.

IN WITNESS WHEREOF, the parties have executed this agreement as of this ___ day of _____, 2024.

WITNESS:

CITY OF MINDEN
By: _____
Title: Mayor _____

WITNESS:

E&P CONSULTING SERVICES, LLC
By: _____
Title: _____

Minden City Council
Regular Session
Monday, May 6, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(8) Authority to Advertise for Bids for the Perimeter Fence at the Minden Airport

Discussion:

The award of this project is contingent upon FAA and DOTD funding.

Suggested Wording of Motion:

“I move to authorize the City Clerk to advertise for bids for the Perimeter Fence at the Minden Airport, as presented.”

MOTION: _____ SECOND: _____

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

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

Minden City Council

Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(9) Award Bid No. 03-2024 – Branded Unleaded Gasoline & Diesel Fuel

Discussion:

See attached.

Suggested Wording of Motion:

“I move to award Bid No. 03-2024 – Branded Unleaded Gasoline & Diesel Fuel to the lowest qualified bidder meeting all requirements, Waller Petroleum, LLC.”

MOTION: _____ SECOND: _____

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

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

CITY OF MINDEN

CONTRACT

Be it known, that on this 1st day of June, 2024, the CITY OF MINDEN (hereinafter sometimes referred to as City) and WALLER PETROLEUM, LLC, 419 Bayou Avenue, Minden, LA 71055 (hereinafter sometimes referred to as "Contractor") do hereby enter into contact under the following terms and conditions. The contract shall be effective for a period of five (5) years beginning June 01, 2024 to May 31, 2029 or until such time as the City of Minden informs you by ninety (90) days written notice that this contract will be canceled.

SCOPE OF SERVICE

Contractor hereby agreed to furnish the following services:

Card Features: Contractor offers the City no card fees, no service fees, no membership fees, and no application fees. Waller cards are restricted to FUEL ONLY. The cards can be restricted to a particular fuel type. Other restrictions available are gallon limits per transaction, day, or week. Contractor also has the capability for immediate card or PIN # turn off if card is lost or stolen or an employee is no longer authorized to purchase fuel. The authorized City contact must notify Contractor in writing in order to deactivate a card or PIN # immediately. Contractor will also tax exempt the City from Federal Excise Tax on Gasoline and On-Road Diesel Tax.

The other service provided by this contract is fuel purchased at a WALLER PETROLEUM gas station with a firm mark-up above the base price. The mark-up price shall include all applicable charges for delivery and overhead, inspection fees, all other fees and operating costs and Contractor profit. State and local sales and use taxes shall not be included in the mark-up price or otherwise billed to the City of Minden; the City of Minden is exempt from such taxes. Applicable federal motor fuel tax is not included in the mark-up price or otherwise billed to the City of Minden; the City of Minden has and will furnish to Contractor a federal excise tax exemption certificate; Contractor must file the certificate as required so that this tax will not be billed to the City of Minden. The firm markup shall not change during the term of the contract.

Base Price: The base price per gallon for branded fuel shall be the price Contractor pays to their supplier (terminals Shreveport or Arcadia – wherever fuel is cheapest) for fuel. Contractor, upon request, shall provide to the City, within a reasonable time, and any all documentation to demonstrate the base price accuracy.

Invoices: Invoices shall show all applicable information in calculation of the base price, applicable taxes and the Contractors mark-up. Invoices should also supply information for each

transaction including date, time, location, amount, and any other reasonable requirements requested by the City. Invoices should be mailed once a month

The guaranteed firm mark-up to the City is as follows:

Regular Unleaded Gasoline -	10 cents per gallon fixed margin
Unleaded Plus Gasoline -	10 cents per gallon fixed margin
Premium Unleaded Gasoline -	10 cents per gallon fixed margin
Diesel #2 Un-Dyed -	10 cents per gallon fixed margin
Diesel #2 Dyed -	10 cents per gallon fixed margin
Delivery to on-site locations -	additional 27 cents per gallon fixed margin

CHANGES TO CONTRACT

No additional changes, enhancements, or modifications to this contract may be made without the prior approval of the City. Changes to the contract include any change in a) compensation; b) beginning/ending date of the contract; c) scope of work; and/or d) Contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

PAYMENT TERMS

In consideration of the services described above, the City hereby agreed to pay the Contractor a maximum service fee of \$ No Service Charge per Month. The Contractor shall invoice the City the total monthly bill once per month directly to the City of Minden, Accounts Payable, P.O. Box 580, Minden, LA 71058. Payments will be made by the City within approximately ten (10) days after receipt of, and approval by, the City.

The Contractor shall, upon request, furnish copies of any or all City billings to the City's administration. In consideration of the use of the cards, the City assume the risk of the control use, misuse, loss, or theft of the cards. The City will be responsible for all purchases made with cards issued hereunder, from the date of issuance until Contractor is notified of Cancellation or notified of being lost, stolen or being used without authorization. In the event that a card is lost, stolen or being used without authorization, the City shall immediately notify the Contractor in writing and the purchase responsible for purchases on such cards shall cease upon receipt of such notification to the Contractor. The purchaser will use its best efforts to recover cards that are lost or stolen.

TERMINATION FOR CAUSE

The City may terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, provided that the City shall give the Contractor written notice specifying the Contractor's failure. If within ninety (90) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the City may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City to comply with the terms and conditions of this contract; provided that the Contractor shall give the City written notice specifying the City's failure.

TERMINATION FOR CONVENIENCE

The City may terminate the Contract at any time by giving a ninety (90) day written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

OWNERSHIP

All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the City and shall, upon request, be resumed by Contractor to City, at Contractor's expense, at termination or expiration of this contract.

CONTRACTOR'S LIABILITY FOR DAMAGES

Contractor's liability for damages resulting from loss of data, profits, use of products, or for any incidental, indirect, or consequential damages in connection with this agreement or any services or materials provided hereunder shall be limited to the purchase price of the specific products or services or materials at the time the damage occurred. The foregoing shall not limit Contractor's liability for any damage, loss or expense suffered by a third party and arising on of the performance of services under this agreement. No agreement varying or extending the foregoing warranties, remedies or this limitation of liability will be binding upon Contractor unless the same is expressly contained in writing and signed by an officer or the Contractor.

INDEMNIFICATION

Notwithstanding the above, the Contractor shall protect, defend, indemnify, save and hold harmless the City, all City departments, boards and commissions, its officers and employees

from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the Contractor, its agents, servants, and employees and any and all costs, expense and/or attorney fees incurred the Contractor as a result of any claim, demands, and/or causes of action except those for claims, demands, and/or causes of action arising out of the negligence of the City, its representatives and/or employees. The Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

SEVERABILITY; NON-WAIVER OF RIGHTS

Any part of this agreement held to violate a law or regulation, shall be deemed void and all remaining provisions shall continue in effect. Both parties will act in good faith and replace any such voided provision with proper language matching the original intent of the agreement as closely as possible. If either party does not act in a particular instance to enforce its rights under this agreement, such failure to act shall not prevent that party from acting to enforce that same right or other rights on subsequent occasions.

TERM OF CONTRACT

This contract shall begin on June 01, 2024 and shall terminate on May 31, 2029

DISCRIMINATION CLAUSE

Contractor shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees. Any act of discrimination committed by the contracting party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

EFFECTIVE DATE

This contract shall not be valid, nor shall the City be bound by its terms, until it has been executed by the head of the City, or his designee, and the Contractor.

ENTIRE AGREEMENT AND ORDER OF PRECEDENCE

This contract (together with the request for bids and addenda issues thereto by the City, the proposal submitted by the Contractor in response to the City's request for bids, and any attachments specifically incorporated herein by reference) constituted the entire agreement between the parties with respect to the subject matter.

This contract shall, to the extent possible, be construed to give effect to all provisions contained therein; however, in the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; 2) the request for bids and any addenda; and 3) the Contractor's proposal.

THUS DONE AND SIGNED AT Minden, Louisiana on the day, month and year first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this day of May 7, 2024.

WITNESSES SIGNATURE

CITY OF MINDEN SIGNATURE

BY: _____

TITLE: MAYOR

CONTRACTOR SIGNATURE

BY: _____

TITLE: PRESIDENT

Minden City Council

Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(10) Personnel – Minden Police Department New Hire

Discussion:

Zane Crittenden – 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 Zane Crittenden as a full-time police officer in the Minden Police Department, subject to passing all applicable tests.”

MOTION: _____ SECOND: _____

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

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



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

MEMO

DEPT. 10

To: Mayor Nick Cox and Council Members *NAC*

cc: April Aguilar, HR

From: Chief Jared McIver

Date: 3/25/2024

Re: Full Time Police Officer New Hire

I, Chief Jared McIver, am submitting a written request to hire applicant, Zane Crittenden, as a Minden Police Department, full-time Police Officer at \$15.00 an hour, non-exempt hourly status. Zane is Post certified and follows all job description requirements and would be a great addition to the department.

Thanking you in advance,

Chief Jared McIver

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

From: **OSE Online Testing** <OSEOnlineTesting@la.gov>
Date: Fri, Apr 5, 2024 at 10:12
Subject: Police Officer Exam Results
To: zanecrittenden1996@gmail.com <zanecrittenden1996@gmail.com>



OFFICE OF STATE EXAMINER STATEWIDE TESTING

NOTIFICATION OF TEST SCORE

Dear Zane Crittenden,

This is to certify that you have successfully passed the examination for entry level Police Officer administered on April 2, 2024, with a score of **88** percent. Your test score is valid beginning April 5, 2024. Therefore, your test score will expire on **October 5, 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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Minden City Council
Regular Session
Monday, May 6, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(11) Budget/Financial Report for March 2024

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council
Regular Session
Monday, May 6, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(12) Fire Report for April 2024

Discussion:

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

Suggested Wording of Motion:

No motion is required.

Minden City Council Regular Session

Monday, May 6, 2024

Minden City Hall – Council Chambers



Agenda Item

(13) Police Report

City Fines	\$15,628.50
District Attorney's Office	\$0.00
Crime Lab	\$310.00
City Court.....	\$399.50
Marshal's Office	\$360.00
Indigent Defender.....	\$515.00
Victim's Fund	\$0.00
Clerk's Fund.....	\$24.00
Community Service.....	\$0.00
WARE Center	\$90.00
LA Commission on Law Enforcement	\$14.00
Off-Duty Witness Fee	\$148.00
DARE.....	\$0.00
State Analysis.....	\$0.00
Agency Analysis	\$0.00
Court Case Mgmt. Information System	\$36.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund.....	\$35.00
Disability Affairs	\$0.00
Judicial Building Fund.....	\$120.00
Judicial Education.....	\$3.50
TOTAL	\$17,683.50

Suggested Wording of Motion:

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

MOTION: _____ SECOND: _____

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

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

Minden City Council
Regular Session
Monday, May 6, 2024
Minden City Hall – Council Chambers



Agenda Fact Sheet

Agenda Item:

(14) Condemned Property – 604 Lee Street

Discussion:

This item was tabled at the April 2, 2024 Minden City Council Regular Session.

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.”

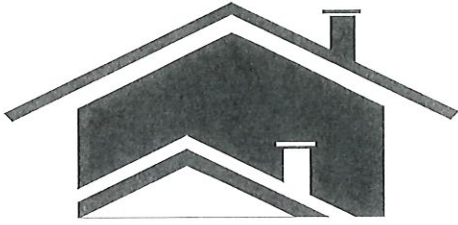
Rosa Jackson – 604 Lee Street – District B

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
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
Phone (318) 377-2144 - Fax (318) 371-4264

May 1, 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.

M E M O R A N D U M
Building & Inspections Department

TO: MAYOR COX *NAC*
FROM: BRENT COOLEY
DATE: MARCH 25, 2024
SUBJECT: CONDEMNATION – 604 LEE STREET

RE: Condemnation 604 Lee Street for Rosa Jackson.

This matter was previously brought before the Council on March 4th, 2024. Andy Pendergrass made the motion to table the item to be brought back at the following Council Meeting scheduled April 2nd, 2024. The motion was duly seconded by Michael Roy and it carried unanimously.

Please ensure that this item be added to the Agenda.
Let me know if you should have any questions.

Thanks.



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. 112052	BROWN, CLYDE RONALD 112077	110110 112077
BROWN, BARBARA 110015	BROWN, BARBARA 110053	BROWN, BARBARA 110055
HILLS, RAY L. 111710	HILLS, RAY L. 111731	HILLS, RAY L. 111701

Lee St

LOVECK, MAJOR 112710	WALKER, SHIRLEY F. 112710	112710	WRIGHT, JOHNNY V. 112710	WRIGHT, JOHNNY V. 112710
JACKSON, ROSA 112210	JACKSON, ROSA 112210	JACKSON, ROSA 112210		
JACKSON, ROSA 112701	JASPER, CORNIE ESTATE 112701		WEBSTER PRINCE POLICE JULY 112231	WEBSTER PRINCE POLICE JULY 112231
QUEN, MARCUS D. 617, 303710				

Click and drag in



Owner Name: JACKSON, ROSA
 Physical Address:
 Parcel Number: 112210
 Subdivision: HARRELL HEIGHTS
 PIN: 8479026A011
 Section: 27
 Township / Range: T19N/R09W Sec 27
 Quarter Quarter:
 Parcel ID: 020A
 Map Number: 27100903
 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

Clone Export

0 10 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

USPS Tracking®

Remove X

Tracking Number:

70210950000087826294

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

Latest Update

Your item has been delivered and is available at a PO Box at 9:27 am on February 28, 2024 in MINDEN, LA 71055.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Feedback

Delivered

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

7021 0950 0000 8782 6294

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OFFICIAL USE

Certified Mail Fee	
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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	Rosa Jackson
Street and Apt. No., or PO Box No.	Cent. Lee St
City, State, ZIP+4®	Minden, LA 70555

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

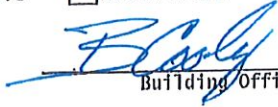
Owner Rosa Jackson Agent _____

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