

**Minden City Council
REGULAR SESSION**



**Wednesday, July 8, 2026 - 9:30 AM
Minden City Hall - Pelican Conference Room**

To watch the live stream, please visit: <https://www.youtube.com/@cityofminden>
or <https://www.facebook.com/cityofminden>

AGENDA

Prayer: Andy Pendergrass

Pledge: Carlton "Buddy" Myles

Call Meeting to Order

Welcome: Mayor Nick Cox

Additions to Agenda

Public Comments

Adoption of Minutes

- (1) Adopt Minutes of the Minden City Council Workshop Held on June 1, 2026**
- (2) Adopt Minutes of the Minden City Council Regular Session Held on June 1, 2026**
- (3) Adopt Minutes of the Minden City Council Workshop Held on July 1, 2026**

Resolutions

- (4) Adopt Resolution - Authorizing Mayor Cox to be Designated and Given Full Authority on Behalf of the City of Minden to Execute and Submit Any and All Documents Pertaining to the DRA Fiscal Year 2026 Grant and Guarantee that the City of Minden Provides Matching Funds**
- (5) Adopt Resolution - Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (2008 Chevrolet Silverado 1500 LT and 2008 F-150 XL)**
- (6) Adopt Resolution - Establishing Airport Hangar Fees**

Award Bid

- (7) Award Bid No. 04-2026 - Minden Airport Perimeter Fencing - Phase 1**

Appointments

- (8) Reappointment - Minden Planning Commission - Morris Busby**
- (9) Appointment - Minden Planning Commission - Juan Rangel**

Personnel

- (10) Minden Police Department Promotion - Benjamin Sparks**
- (11) Minden Police Department Promotion - Matthew Hicks, Jr.**
- (12) Minden Police Department Promotion - Johnna Traylor**
- (13) Minden Police Department Promotion - Cody James**

(14) Minden Fire Department Promotion - Wesley Mandino

(15) Minden Fire Department Promotion - Henry Ashley

Reports

(16) Budget/Financial Report for May 2026

(17) Fire Report for June 2026

(18) Police Report for May 2026

Adjournment

Announcements – Council Comments – Adjournment

Public Comments Limited to Three (3) Minutes



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Workshop Held on June 1, 2026

Discussion:

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Workshop held on June 1, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN WORKSHOP HELD ON JUNE 1, 2026**

The Minden City Council met at City Hall in Minden, Louisiana, beginning at 5:00 p.m. with the following members present: Mayor Nicholas A. Cox, District A Councilman Carlton "Buddy" Myles, District B Councilman Levon "Charlie" Thomas, District C Councilwoman Latasha Mitchell, and District E Councilman Andy Pendergrass. Absence(s): District D Councilman Michael Roy. Mayor Cox welcomed everyone to the meeting.

The following topics were discussed: miscellaneous city matters, the April 2026 Police Report, the May 2026 Fire Report, and the April 2026 Budget Report. No votes were cast during these discussions.

There being no further business, the meeting was adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Slack, City Clerk



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Regular Session Held on June 1, 2026

Discussion:

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session Held on June 1, 2026, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN REGULAR SESSION HELD ON JUNE 1, 2026**

The Minden City Council met at City Hall in Minden, Louisiana, beginning at 6:00 p.m. with the following members present: Mayor Nicholas A. Cox, District A Councilman Carlton "Buddy" Myles, District B Councilman Levon "Charlie" Thomas, District C Councilwoman Latasha Mitchell, District D Councilman Michael Roy, and District E Councilman Andy Pendergrass.

Prayer: Michael Roy

The prayer was offered by Michael Roy.

Pledge: Andy Pendergrass

The Pledge of Allegiance was led by Andy Pendergrass.

Call Meeting to Order

Welcome: Mayor Nick Cox

Mayor Cox welcomed everyone to the meeting.

Additions to Agenda

Andy Pendergrass moved to amend the agenda to add Item (19) Authority for Mayor Cox to Enter into a Cooperative Endeavor Agreement Between the City of Minden and Friends of Minden Main Street. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

Public Comments

It is noted for the record that Mayor Cox allowed both council and public comments prior to every vote.

Adoption of Minutes

(1) Adopt Minutes of the Minden City Council Workshop Held on May 4, 2026

Andy Pendergrass moved to adopt the minutes of the Minden City Council Workshop held on May 4, 2026, as presented. The motion was duly seconded by Carlton "Buddy" Myles and the vote was as follows: Aye(s): Carlton "Buddy" Myles, Levon "Charlie" Thomas, Latasha Mitchell, and Andy Pendergrass. Nay(s): None. Abstention(s): Michael Roy. Absence(s): None. The motion carried.

(2) Adopt Minutes of the Minden City Council Regular Session Held on May 4, 2026

Andy Pendergrass moved to adopt the minutes of the Minden City Council Regular Session held on May 4, 2026, as presented. The motion was duly seconded by Latasha Mitchell and the vote was as follows: Aye(s): Carlton "Buddy" Myles, Levon "Charlie" Thomas, Latasha Mitchell, and Andy Pendergrass. Nay(s): None. Abstention(s): Michael Roy. Absence(s): None. The motion carried.

Selection of Official City Journal

(3) Selection of Official City Journal

Carlton "Buddy" Myles moved to name the Minden Press-Herald as the Official Journal of the City of Minden, Louisiana. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

Resolutions

(4) Adopt Resolution - Authorizing Credit Card Signatory Power for Certain City of Minden Personnel

Michael Roy moved to adopt a Resolution Authorizing Credit Card Signatory Power for Certain City of Minden Personnel, as presented. This Resolution adds Russell Poole as Assistant Public Works Director, adds Russell Sanders as Water and Wastewater Manager, and adds Elizabeth Campbell as Assistant City Clerk. The motion was duly seconded by Levon "Charlie" Thomas and the vote was unanimously in favor.

(5) Adopt Resolution - Adopting the City of Minden Sports Complex Fee Schedule

Latasha Mitchell moved to adopt a Resolution Adopting the City of Minden Sports Complex Fee Schedule, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor.

(6) Adopt Resolution - Authorizing Mayor Cox to Accept the Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG), Project No. 3-22-0032-019-2026, Titled Construct Hangar, from the Federal Aviation Administration for Future Improvements to the Minden Airport and Enter into a Grant Agreement with the Federal Aviation Administration

Andy Pendergrass moved to adopt a Resolution Authorizing Mayor Cox to Accept the Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG), Project No. 3-22-0032-019-2026, Titled Construct Hangar, from the Federal Aviation Administration for Future Improvements to the Minden Airport and Enter into a Grant Agreement with the Federal Aviation Administration, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

Ordinances

(7) Adopt Ordinance No. 1169 - An Ordinance Levying Tax Mills for the Year 2026

Andy Pendergrass moved to adopt Ordinance No. 1169 - An Ordinance Levying Tax Mills for the Year 2026, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

(8) Adopt Ordinance No. 1170 - An Ordinance Declaring Certain Municipally Owned Immovable Property and the Structure Thereon Surplus and No Longer Needed for the City's Municipal Purposes

Michael Roy moved to adopt Ordinance No. 1170 - An Ordinance Declaring Certain Municipally Owned Immovable Property and the Structure Thereon Surplus and No Longer Needed for the City's Municipal Purposes, as presented. The motion was duly seconded by Latasha Mitchell and the vote was as follows: Aye(s): Levon "Charlie" Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): Carlton "Buddy" Myles. Abstention(s): None. Absence(s): None. The motion carried.

Authority for Mayor Cox to Enter into an Agreement

(9) Authority for Mayor Cox to Submit an Application for the Louisiana Local Road Safety Program and Execute All Documents Necessary for Participation in the Program

Carlton "Buddy" Myles moved to authorize Mayor Cox to submit an application for the Louisiana Local Road Safety Program and execute all documents necessary for participation in the program, subject to legal review and verification of the final project documentation. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor.

(10) Authority for Mayor Cox to Enter into a Maintenance Agreement Including Mowing and Litter Pickup Between the City of Minden and the State of Louisiana Department of Transportation and Development Office of Engineering

Levon "Charlie" Thomas moved to authorize Mayor Cox to enter into a Maintenance Agreement Including Mowing and Litter Pickup Between the City of Minden and the State of Louisiana Department of Transportation and Development Office of Engineering, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Appointment(s)

(11) Appointment - Minden Main Street Program/Downtown Development Commission

Upon the recommendation of Main Street/Economic Development Director Sarah Overall, Carlton "Buddy" Myles moved to approve the appointment of Victoria Washington to the Minden Main Street Program/Downtown Development Commission to fill the vacant term, as presented. The motion was duly seconded by Levon "Charlie" Thomas and the vote was unanimously in favor.

Personnel

(12) Personnel - Minden Police Department New Hire (Heather Boucher)

Upon the recommendation of Police Chief Jared McIver, Michael Roy moved to confirm Heather Boucher as a full-time police officer in the Minden Police Department, subject to passing all applicable tests. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Condemned Property

(13) Condemned Property - 505 South Street (District B) - Frank Gardner Estate

The following action was taken regarding condemned property:

Frank Garder Estate	505 South Street
c/o Chandra Dozier	Lot #12, Blk. 8, Harrell Hts. & Strip 6 x 40
P.O. Box 801824	ft. Adj. in SW/4 of NW/4 Sec. 27-19-9
Dallas, Texas 75380	(Formerly an Alley)

Chandra Dozier was present representing the property. She asked for more time to rehabilitate the structure and clean the lot herself. Andy Pendergrass 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 60 days of June 1, 2026. The motion was duly seconded by Carlton "Buddy" Myles and the vote was as follows: Aye(s): Carlton "Buddy" Myles, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): None. Abstention(s): Levon "Charlie" Thomas. Absence(s): None. The motion carried.

(14) Condemned Property - 509 South Street (District B) - Chandra Dozier

The following action was taken regarding condemned property:

Chandra Dozier	509 South Street
P.O. Box 801824	Lot #10, Blk. "8", Harrell Hts. & Strip 6 x
Dallas, Texas 75380	40 ft. Adj. in SW/4 of NW/4 Sec. 27-19-9
	(Formerly an Alley)

Chandra Dozier was present representing the property. She asked for more time to rehabilitate the structure and clean the lot herself. Andy Pendergrass 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

June 1, 2026. The motion was duly seconded by Carlton "Buddy" Myles and the vote was unanimously in favor.

(15) Condemned Property - 511 South Street (District B) - Chandra Dozier

The following action was taken regarding condemned property:

Chandra Dozier	511 South Street
P.O. Box 801824	Lots #8 & 9, Blk. "8", Harrell Hts., Strip 6 x
Dallas, Texas 75380	80 ft. Adj. in SW/4 of NW/4 Sec. 27-19-9
	(Formerly an Alley)

Chandra Dozier was present representing the property. Andy Pendergrass 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 June 1, 2026. The motion was duly seconded by Carlton "Buddy" Myles and the vote was as follows: Aye(s): Carlton "Buddy" Myles, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): None. Abstention(s): Levon "Charlie" Thomas. Absence(s): None. The motion carried.

Reports

(16) Budget/Financial Report for April 2026

City Clerk Melaney Slack presented the Budget/Financial Report for the month of April 2026. No motion was required.

(17) Fire Report for May 2026

Assistant Fire Chief Ronnie Chreene presented the Fire Report for the month of May 2026. No motion was required.

(18) Police Report for April 2026

Michael Roy moved to accept the Police Report for the month of April 2026, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Amended Agenda Items

(19) Authority for Mayor Cox to Enter into a Cooperative Endeavor Agreement Between the City of Minden and Friends of Minden Main Street

Andy Pendergrass moved to authorize Mayor Cox to enter into a Cooperative Endeavor Agreement Between the City of Minden and Friends of Minden Main Street. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

Adjournment

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

Nicholas A. Cox, Mayor

ATTEST:

Melaney Slack, City Clerk



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Workshop Held on July 1, 2026

Discussion:

Suggested Wording of Motion:

"I move to adopt the minutes of the Minden City Council Workshop held on July 1, 2026, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

**PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN
IN WORKSHOP HELD ON JULY 1, 2026**

The Minden City Council met at City Hall in Minden, Louisiana, beginning at 10:00 a.m. with the following members present: Mayor Nicholas A. Cox, District A Councilman Carlton "Buddy" Myles, District B Councilman Levon "Charlie" Thomas, District D Councilman Michael Roy, and District E Councilman Andy Pendergrass. Absence(s): District C Councilwoman Latasha Mitchell. Mayor Cox welcomed everyone to the meeting.

The following topics were discussed: the City of Minden 2026-2027 Budget. No votes were cast during these discussions.

There being no further business, the meeting was adjourned.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Slack, City Clerk



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Adopt Resolution - Authorizing Mayor Cox to be Designated and Given Full Authority on Behalf of the City of Minden to Execute and Submit Any and All Documents Pertaining to the DRA Fiscal Year 2026 Grant and Guarantee that the City of Minden Provides Matching Funds

Discussion:

This is a DRA Grant Application for a new Water Well.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Mayor Cox to be Designated and Given Full Authority on Behalf of the City of Minden to Execute and Submit Any and All Documents Pertaining to the DRA Fiscal Year 2026 Grant and Guarantee that the City of Minden Provides Matching Funds, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

RESOLUTION

WHEREAS, the Delta Regional Authority (hereinafter "DRA") was created by Congress by the Delta Regional Authority Act of 2000, as amended, as a federal/state partnership now comprised of 252 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri and Tennessee in order to remedy severe and chronic economic distress by stimulating economic development and fostering partnerships that will have a positive impact on the Delta Region's economy; and

WHEREAS, the CITY OF MINDEN, acting by and through its Council, proposes to apply for an award with DRA for the Fiscal Year 2026 federal award program cycle; and

WHEREAS, DRA requires that a person be designated, appointed, and given the authority to perform certain duties and administration of said award for and on behalf of the Awardee; and

WHEREAS, the City of Minden Council met in a regular session on July 6, 2026, whereby Carlton "Buddy" Myles, Levon "Charlie" Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass were present, constituting a quorum; and

WHEREAS, a motion was made by _____ and was seconded by _____ to designate and appoint Nicholas A. Cox, Mayor, to perform all duties and administration of said award, to provide additional funds in the amount of \$1,067,000.00 to said award, and that in the event of an administration change, the new Mayor shall continue to have such authority under this Resolution, **which carried unanimously** and was recorded in the minutes.

NOW THEREFORE, BE IT RESOLVED that, by the Mayor and City Council of the City of Minden, meeting in Regular Session on this 6th day of July 2026, as follows:

THAT, Nicholas A. Cox be is hereby designated and appointed to perform on behalf of the City of Minden and has the authority to make those acts and assume any and all duties in dealing with the award with DRA for the Fiscal Year – 2026 federal award program cycle; and

THAT, Nicholas A. Cox is hereby authorized to execute and submit any and all documents including, but not limited to, applications, award closing documents, request for funds, status reports to DRA for the Fiscal Year – 2026 federal award program cycle; and

THAT, the City of Minden agrees to provide additional funds in the amount of \$1,067,000.00 to said award; and

THAT, in the event of an administration change, the new Mayor shall continue to have such authority under this Resolution.

BE IT FURTHER RESOLVED that his Resolution shall be in full force and effect after its adoption.

This Resolution was presented for a vote and the vote was recorded as follows:

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

THEREUPON, the Mayor, Nicholas A. Cox, declared the Resolution passed by a vote of _____ Ayes to _____ Nays this 6th day of July 2026.

Nicholas A. Cox, Mayor

CERTIFICATE

I, Melaney Slack, 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 6th day of July 2026.

Given under my official signature and seal of office this 6th day of July 2026.

Melaney Slack, City Clerk



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Adopt Resolution - Declaring Certain City of Minden Property as Surplus and Fixing the Terms of Sale (2008 Chevrolet Silverado 1500 LT and 2008 F-150 XL)

Discussion:

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: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

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):

One (1) 2008 Chevrolet Silverado 1500 LT, VIN#2GCEC130681183614
One (1) 2008 F-150 XL, VIN#1FTRX12WX8FB05342

BE IT RESOLVED that:

- a. The above-mentioned inventory be declared surplus property.
- b. The minimum bid be set at the following:
 - a. 2008 Chevrolet Silverado 1500 LT at \$1,000.00.
 - b. 2008 F-150 XL at \$1,000.00.
- c. The high bidder will be responsible for collecting items from the designated (by the City of Minden) location.

Bids for the items listed above will be received online through <https://www.govdeals.com> until 10:00 a.m. on **July 31st, 2026**.

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 July 2026.

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 July 2026

Given under my official signature and seal of office this ____ day of July 2026

Melaney Slack, City Clerk



2008 Chevrolet Silverado 1500 LT
VIN#2GCEC130681183614



2008 F-150 XL
VIN#1FTRX12WX8FB05342



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Adopt Resolution - Establishing Airport Hangar Fees

Discussion:

Suggested Wording of Motion:

“I move to adopt a Resolution Establishing Airport Hangar Fees, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

RESOLUTION

A RESOLUTION ESTABLISHING AIRPORT HANGAR FEES

WHEREAS, the Code of Ordinances, City of Minden, State of Louisiana, Chapter 18, Aviation: Article II, Airport Construction: Section 18-36. – Fair Lease Price Required provides that fair lease or rent price for land leased or rented to any person shall be compatible to that of other airports comparable to the Minden Airport and will be approved by the city council; and

WHEREAS, the City has reviewed the Minden Airport’s hangar rental rates and recommended that T-hangar rental rates be increased and box hangar rental rates be set by the Council of the City of Minden; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MINDEN, LOUISIANA:

§1. The City establishes the following fees for T-hangar rental rate increases and box hangar rental rates.

T-Hangar Legacy Tenants Signed Before August 1, 2026	\$220.00/month
Existing tenants with a hangar lease or tie-down agreement will be included in the Legacy Program and charged \$220 per month. Tenants who have paid for multiple months, or the year, will be billed for the additional cost.	
T-Hangar Leases Signed After August 1, 2026	\$250.00/month
New T-Hangar leases signed after August 1, 2026, without a pre-existing tie-down agreement will be charged \$250 per month.	
60x60 Box Hangar	\$550.00/month
60x80 Box Hangar	\$650.00/month

§2. There shall be an annual increase of 2.5% applied to hangar rates.
§3. The fees shall become effective on August 1, 2026.
§4. This Resolution shall become effective upon final adoption and signature of the Mayor.

BE IT FURTHER RESOLVED, that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this resolution which can be given effect without the invalid provisions, items, or applications; and to this end, the provisions of this resolution are hereby declared severable; and

BE IT FURTHER RESOLVED, that all resolutions or parts thereof in conflict herewith are hereby repealed.

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

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

WHEREUPON, this resolution was declared adopted on the ____ day of _____ 2026.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Slack, City Clerk



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Award Bid No. 04-2026 - Minden Airport Perimeter Fencing - Phase 1

Discussion:

Suggested Wording of Motion:

"I move to award Bid No. 04-2026 - Minden Airport Perimeter Fencing - Phase 1 to the lowest qualified bidder meeting all requirements, Delta Specialty Contractors, LLC, pending grant offer from the FAA."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

CITY OF MINDEN
DEPARTMENT OF PUBLIC WORKS

Memorandum

TO: Melaney Slack, City Clerk **DATE:** June 25, 2026
FROM: Tyler Wallace *Tw*
SUBJECT: Recommendation to Award Bid 04-2026

I am recommending that Delta Specialty Contractors, LLC be awarded the contract for the Minden Airport Perimeter Fencing – Phase 1 – Bid 04-2026, pending a grant offer from the FAA. After review of bids by KSA Engineering, Delta Specialty Contractors, LLC appears to be the lowest responsive bidder that meets all requirements and specifications for this project.

cc: Mayor Nick Cox



1111 Hawn Avenue
Shreveport, LA 71107
318.221.7501

June 25, 2026

Mr. Tyler Wallace
Public Works Director
City of Minden
520 Broadway
Minden, LA 71055

via e-mail

Re: **Minden Airport**
Perimeter Fencing – Phase 1
City of Minden Bid No. 04-2026
Award Letter & Bid Results

Dear Mr. Wallace:

We have reviewed the bid proposals for the above referenced project, which were publicly opened, as duly advertised, on Wednesday, June 24, 2026, at the City Hall. Nine (9) bid proposals were received for this project. Enclosed is a bid tabulation for your review and use. As the bid tabulation shows, the low bid was submitted by Delta Specialty Contractors, LLC of West Monroe, LA in the amount of \$230,625.00.

From a review of the bid proposal submitted, the information submitted with the bid proposal, and the required post-bid documentation submitted, Delta Specialty Contractors, LLC appears to be the lowest, responsive bidder. A grant application will be prepared to submit to the FAA and LaDOTD Aviation for this project based on the low bid.

If you have any questions, please do not hesitate to contact me.

Sincerely,

KSA

Jonathan Farmer, P.E.
Vice-President

Enclosure – Bid Tab

pc: Mayor Nick Cox
Molly Fowler
Kathy Newer
KSA Project No. 104911

ksaeng.com

MINDEN AIRPORT
PERIMETER FENCING - PHASE 1
BID TABULATION

BID DATE: June 24, 2026 at 2:00 PM

				Delta Specialty Contractors, LLC 203 Mane Street West Monroe, LA 71292		Fencing Unlimited, LLC 1508 Thomas Road West Monroe, LA 71292		A-1 American Fence, Inc. 701 Lutchter Drive Orange, TX 77632		Columbus Fence Company, LLC P.O. Box 2246 Columbus, MS 39704	
BID NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	Bid Bond/Corporate Resolution Included			Yes		Yes		Yes		Yes	
	Addendum Acknowledged			Yes		Yes		Yes		Yes	
BASE BID											
1.01	Mobilization	LS	1	\$16,927.00	\$16,927.00	\$20,000.00	\$20,000.00	\$18,190.00	\$18,190.00	\$12,000.00	\$12,000.00
1.02	Clearing and Grubbing	AC	4	\$3,125.00	\$12,500.00	\$4,500.00	\$18,000.00	\$8,580.00	\$34,320.00	\$8,880.00	\$35,520.00
1.03	Tree Removal	LS	1	\$3,125.00	\$3,125.00	\$20,000.00	\$20,000.00	\$11,440.00	\$11,440.00	\$10,150.00	\$10,150.00
1.04	6' Chain-Link Fence	LF	1,440	\$35.00	\$50,400.00	\$27.00	\$38,880.00	\$50.00	\$72,000.00	\$54.00	\$77,760.00
1.05	16' Double-Leaf Vehicle Gate	EA	1	\$2,125.00	\$2,125.00	\$1,500.00	\$1,500.00	\$4,850.00	\$4,850.00	\$5,900.00	\$5,900.00
1.06	8' Wildlife Exclusion Fence	LF	5,300	\$26.66	\$141,298.00	\$25.50	\$135,150.00	\$18.50	\$98,050.00	\$27.00	\$143,100.00
1.07	16' Double-Leaf Vehicle Gate	EA	2	\$2,125.00	\$4,250.00	\$1,500.00	\$3,000.00	\$5,000.00	\$10,000.00	\$5,900.00	\$11,800.00
TOTAL BASE BID:					\$230,625.00		\$236,530.00		\$248,850.00		\$296,230.00

MINDEN AIRPORT
PERIMETER FENCING - PHASE 1
BID TABULATION

BID DATE: June 24, 2026 at 2:00 PM

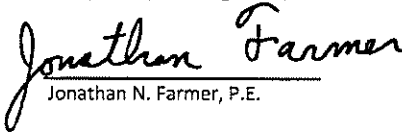
Error Corrected				Southern Site Services, LLC 1605 Lamy Lane, Suite E Monroe, LA 71201		Kyle Towns Services, LLC 8795 Hwy 371 Sibley, LA 71073		Murphy Bros. Trucking & Construction, LLC 3500 Second Street Arcadia, LA 71001		Pleasant Valley Construction, LLC 6869 Hwy 160 Doddridge, AR 71834	
BID NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	Bid Bond/Corporate Resolution Included			Yes		Yes		Yes		Yes	
	Addendum Acknowledged			Yes		Yes		Yes		Yes	
BASE BID											
1.01	Mobilization	LS	1	\$25,000.00	\$25,000.00	\$20,819.50	\$20,819.50	\$35,000.00	\$35,000.00	\$4,000.00	\$4,000.00
1.02	Clearing and Grubbing	AC	4	\$8,000.00	\$32,000.00	\$3,429.88	\$13,719.52	\$17,000.00	\$68,000.00	\$14,775.00	\$59,100.00
1.03	Tree Removal	LS	1	\$15,000.00	\$15,000.00	\$33,412.00	\$33,412.00	\$18,500.00	\$18,500.00	\$55,150.00	\$55,150.00
1.04	6' Chain-Link Fence	LF	1,440	\$55.00	\$79,200.00	\$60.96	\$87,782.40	\$70.00	\$100,800.00	\$65.98	\$95,011.20
1.05	16' Double-Leaf Vehicle Gate	EA	1	\$8,000.00	\$8,000.00	\$4,455.56	\$4,455.56	\$4,400.00	\$4,400.00	\$2,178.00	\$2,178.00
1.06	8' Wildlife Exclusion Fence	LF	5,300	\$29.93	\$158,629.00	\$34.52	\$182,956.00	\$31.00	\$164,300.00	\$36.86	\$195,358.00
1.07	16' Double-Leaf Vehicle Gate	EA	2	\$6,000.00	\$12,000.00	\$4,475.51	\$8,951.02	\$3,850.00	\$7,700.00	\$2,178.00	\$4,356.00
TOTAL BASE BID:					\$329,829.00		\$352,096.00		\$398,700.00		\$415,153.20

MINDEN AIRPORT
PERIMETER FENCING - PHASE 1
BID TABULATION

BID DATE: June 24, 2026 at 2:00 PM

Error Corrected				U.S. Fence & Gate, Inc. 222 Bunker Road Lake Charles, LA 70615		Engineer's Estimate KSA Engineers, Inc. 1111 Hawn Avenue Shreveport, Louisiana 71107	
BID NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	Bid Bond/Corporate Resolution Included			Yes			
	Addendum Acknowledged			Yes			
BASE BID							
1.01	Mobilization	LS	1	\$45,000.00	\$45,000.00	\$32,710.00	32,710.00
1.02	Clearing and Grubbing	AC	4	\$18,000.00	\$72,000.00	\$12,500.00	50,000.00
1.03	Tree Removal	LS	1	\$50,000.00	\$50,000.00	\$20,000.00	20,000.00
1.04	6' Chain-Link Fence	LF	1,440	\$60.00	\$86,400.00	\$35.00	50,400.00
1.05	16' Double-Leaf Vehicle Gate	EA	1	\$7,850.00	\$7,850.00	\$5,000.00	5,000.00
1.06	8' Wildlife Exclusion Fence	LF	5,300	\$36.50	\$193,450.00	\$30.00	159,000.00
1.07	16' Double-Leaf Vehicle Gate	EA	2	\$7,600.00	\$15,200.00	\$5,000.00	10,000.00
TOTAL BASE BID:					\$469,900.00		\$327,110.00

Compiled by KSA Engineers, Inc.


Jonathan N. Farmer, P.E.



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Reappointment - Minden Planning Commission - Morris Busby

Discussion:

Reappointment of Morris Busby whose term expires in July 2026. Mr. Busby's new term will expire in July 2031.

See attached.

Suggested Wording of Motion:

"Upon the recommendation of Building Official Brent Cooley, I move to reappoint Morris Busby to the Minden Planning Commission for a five-year term expiring in July 2031, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



CITY OF MINDEN
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
318/371-4215 - Fax 318/371-4200

MEMO

Date: 02JUL26

To: Mayor, Nick Cox

From: Brent Cooley

RE:

Planning Commission Member Reappointment

Pending your approval, this shall serve as my recommendation to reappoint Morris Busby of 201 Kitchens Ct. to his second term on the Minden Planning Commission. His new term will be from July 2026 thru July 2031.

Also to appoint Jaun Rangel of 246 Country Club Cir to fulfill the unexpired term ending July 2029.

Please let me know if you have any questions.

Thank you,

BC



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Appointment - Minden Planning Commission - Juan Rangel

Discussion:

Appointment of Juan Rangel to the Minden Planning Commission to fill the vacancy. Mr. Rangel's term will expire in July 2029.

See attached.

Suggested Wording of Motion:

"Upon the recommendation of Building Official Brent Cooley, I move to appoint Juan Rangel to the Minden Planning Commission to fill the vacant term through July 2029, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



CITY OF MINDEN
BUILDING AND INSPECTION
P. O. Box 580, Minden, LA 71058-0580
318/371-4215 - Fax 318/371-4200

MEMO

Date: 02JUL26

To: Mayor, Nick Cox

From: Brent Cooley

RE:

Planning Commission Member Reappointment

Pending your approval, this shall serve as my recommendation to reappoint Morris Busby of 201 Kitchens Ct. to his second term on the Minden Planning Commission. His new term will be from July 2026 thru July 2031.

Also to appoint Jaun Rangel of 246 Country Club Cir to fulfill the unexpired term ending July 2029.

Please let me know if you have any questions.

Thank you,

BC



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Minden Police Department Promotion - Benjamin Sparks

Discussion:

Police Sergeant Benjamin Sparks to the rank of Police Lieutenant

DOH: 01/17/2022

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

Suggested Wording of Motion:

"Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Sergeant Benjamin Sparks to the rank of Police Lieutenant, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: June 15th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Sergeant Benjamin Sparks (hired 1/17/2022) was administered the Fire and Police Civil Service Board Police Lieutenant examination on May 14th, 2026. Police Sergeant Benjamin Sparks successfully passed the examination with a score of 85%. Civil service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statue 33:2494 that Police Sergeant Benjamin Sparks be promoted to the rank of Police Lieutenant.

Thanks,

A handwritten signature in blue ink that reads 'Jared McIver'. The signature is stylized with a large 'J' and 'M'.

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

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

DATE: JUNE 12, 2026

DEAR: BEN SPARKS,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON MAY 14, 2026, FOR THE CLASS
OF POLICE LIEUTENANT, WITH A SCORE OF 85% PERCENT.

YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE LIEUTENANT ON JUNE 11, 2026. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON JUNE 11, 2030.



SECRETARY

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

POLICE LIEUTENANT

MINDEN

May 14, 2026

SOCIAL: **0807**

NAME: **SPARKS BENJAMIN W**

<i>SUBJECT MATTER</i>	<i>PERCENT CORRECT</i>
POLICE SERVICE MANAGEMENT	87
RECORDS/REPORTS/CORRESPONDENCE	88
SUPERVISION	86
PATROL/GENERAL LAW ENFORCEMENT	84
TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION	82
CRIMINAL INVESTIGATION	93
SPECIAL TACTICAL OPERATIONS	67
JUVENILE OPERATIONS	89
JAIL OPERATION	86
TOTALS	85

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

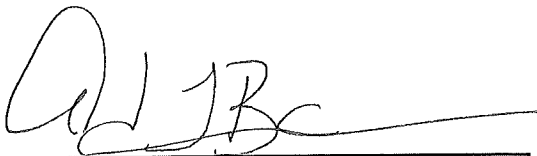
RESULTS OF EXAMINATION

Administered on: MAY 14, 2026 for the class of POLICE LIEUTENANT

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
SPARKS BENJAMIN W	0807	MW	85	-	85

The examination scores shown above are certified as correct to the best of my knowledge.

5/26/2026
(Date)


Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 6-11-26
(Date)

Scores Expire on: 6/11/2030
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: BENJAMIN C. PLUNKETT

Signature: 

Signature of the chairman of other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Minden Police Department Promotion - Matthew Hicks, Jr.

Discussion:

Police Officer First Class Matthew Hicks, Jr. to the rank of Police Sergeant

DOH: 11/07/2023

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

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer First Class Matthew Hicks, Jr. to the rank of Police Sergeant, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: June 15th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Officer First Class Matthew Hicks (hired 11/7/2023) was administered the Fire and Police Civil Service Board Police Sergeant examination on May 14th, 2026. Police Officer First Class Matthew Hicks successfully passed the examination with a score of 84%. Civil service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Police Officer First Class be promoted to the rank of Police Sergeant.

Thanks,

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

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

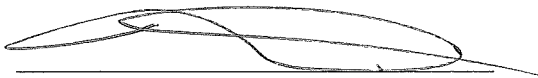
**MINDEN FIRE AND POLICE CIVIL SERVICE BOARD
520 BROADWAY
MINDEN, LA. 71055**

DATE: JUNE 12, 2026

DEAR: MATTHEW HICKS,

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON MAY 14, 2026, FOR THE CLASS
OF POLICE SERGEANT, WITH A SCORE OF 84% PERCENT.

YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE SERGEANT ON JUNE 11, 2026. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON JUNE 11, 2030.



SECRETARY

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

POLICE SERGEANT

MINDEN

May 14, 2026

SOCIAL: **9526**

NAME: **HICKS MATTHEW D**

<i>SUBJECT MATTER</i>	<i>PERCENT CORRECT</i>
PATROL/GENERAL LAW ENFORCEMENT	72
TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION	80
CRIMINAL INVESTIGATION/LAWS/PROCEDURES	88
SHIFT MANAGEMENT/SUPERVISION/LEADERSHIP	93
REPORTS/CORRESPONDENCE	67
PUBLIC INTERACTION/RELATIONS	100
TOTALS	84

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

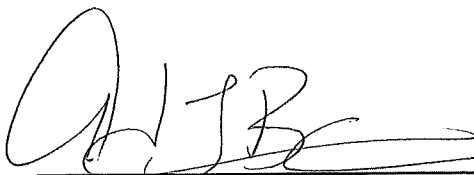
RESULTS OF EXAMINATION

Administered on: MAY 14, 2026 for the class of POLICE SERGEANT

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
HICKS MATTHEW D	9526	MB	84	-	84

The examination scores shown above are certified as correct to the best of my knowledge.

5/26/2026
(Date)



Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 6-11-26
(Date)

Scores Expire on: 6/11/2030
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: BENJAMIN C. PLUNKETT

Signature: B. C. Plunkett

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Minden Police Department Promotion - Johnna Traylor

Discussion:

Police Officer Johnna Traylor to the rank of Police Officer First Class

DOH: 11/14/2024

Officer Traylor has passed the Fire and Police Civil Service Board Police Officer First Class Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer Johnna Traylor to the rank of Police Officer First Class, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: June 15th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Officer Johnna Traylor (hired 11/14/2024) was administered the Fire and Police Civil Service Board Police Officer First Class examination on May 14th, 2026. Police Officer Johnna Traylor successfully passed the examination with a score of 80%. Civil service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Police Officer Johnna Traylor be promoted to the rank of Police Officer First Class.

Thanks,

Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

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

DATE: JUNE 12, 2026

DEAR: JOHNNA TRAYLOR

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON MAY 14, 2026, FOR THE CLASS
OF POLICE OFFICER FIRST CLASS, WITH A SCORE OF 80% PERCENT.
YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE OFFICER FIRST CLASS ON JUNE 11, 2026. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON JUNE 11, 2030.



SECRETARY

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

POLICE OFFICER FIRST CLASS

MINDEN

May 14, 2026

SOCIAL: 4805

NAME: TRAYLOR JOHNNA V

<i>SUBJECT MATTER</i>	<i>PERCENT CORRECT</i>
PATROL AND GENERAL POLICE KNOWLEDGE	90
TRAFFIC & ACCIDENT INVESTIGATION PROCEDURES	83
UNIFORM ACCIDENT REPORT FORM	90
FIRST AID	50
FIREARMS	89
CRIMINAL LAW	91
ARREST	70
INVESTIGATION PROCEDURES	78
COURT TESTIMONY	67
RULES OF EVIDENCE	75
TOTALS	80

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: MAY 14, 2026 for the class of POLICE OFFICER FIRST CLASS

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
TRAYLOR JOHNNA V	4805	FW	80	-	80
BUCHANAN HUNTER A	8525	MW	79	-	79
JAMES CODY L	6133	MW	78	-	78

The examination scores shown above are certified as correct to the best of my knowledge.

Approved (by board) at meeting held on: 6-11-26
(Date)

Scores Expire on: 6/11/2030
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: BENJAMIN C. PLUNKETT

Signature: B. C. Plunkett

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

5/26/2026
(Date)

Adrienne T. Bordelon, State Examiner

Please return blue copy of this grade sheet to State Examiner's Office



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Minden Police Department Promotion - Cody James

Discussion:

Police Officer Cody James to the rank of Police Officer First Class

DOH: 01/10/2025

Officer James has passed the Fire and Police Civil Service Board Police Officer First Class Examination (documentation attached).

Suggested Wording of Motion:

“Upon the recommendation of Police Chief Jared McIver, I move to approve the promotion of Minden Police Officer Cody James to the rank of Police Officer First Class, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



MINDEN POLICE DEPARTMENT

520 BROADWAY
MINDEN, LA 71055
318-371-4226

Inter-Office Memo

TO: Mayor Nick Cox and Council Members

Date: June 15th, 2025

From: Chief Jared McIver

Re: Departmental Promotion

Police Officer Cody James (hired 1/10/2025) was administered the Fire and Police Civil Service Board Police Officer First Class examination on May 14th, 2026. Police Officer Cody James successfully passed the examination with a score of 78%. Civil service mandates the passing score of 75%.

It is my recommendation and mandated under Louisiana Revised Statute 33:2494 that Police Officer Cody James be promoted to the rank of Police Officer First Class.

Thanks,


Chief Jared McIver

Attached are copies of the Officers Civil Service test scores.

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

DATE: JUNE 12, 2026

DEAR: CODY JAMES

THIS IS TO CERTIFY THAT YOU SUCCESSFULLY PASSED THE
EXAMINATION, ADMINISTERED ON MAY 14, 2026, FOR THE CLASS
OF POLICE OFFICER FIRST CLASS, WITH A SCORE OF 78% PERCENT.
YOUR NAME WAS PLACED ON THE EMPLOYMENT LIST FOR THE CLASS OF
POLICE OFFICER FIRST CLASS ON JUNE 11, 2026. YOUR SCORE WILL
REMAIN IN EFFECT FOR (48) MONTHS FROM THIS DATE AND WILL EXPIRE
ON JUNE 11, 2030.



SECRETARY

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

POLICE OFFICER FIRST CLASS

MINDEN

May 14, 2026

SOCIAL: 6133

NAME: JAMES CODY L

<i>SUBJECT MATTER</i>	<i>PERCENT CORRECT</i>
PATROL AND GENERAL POLICE KNOWLEDGE	100
TRAFFIC & ACCIDENT INVESTIGATION PROCEDURES	100
UNIFORM ACCIDENT REPORT FORM	70
FIRST AID	17
FIREARMS	89
CRIMINAL LAW	73
ARREST	70
INVESTIGATION PROCEDURES	83
COURT TESTIMONY	50
RULES OF EVIDENCE	83
TOTALS	78

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: MAY 14, 2026 for the class of POLICE OFFICER FIRST CLASS

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
TRAYLOR JOHNNA V	4805	FW	80	-	80
BUCHANAN HUNTER A	8525	MW	79	-	79
JAMES CODY L	6133	MW	78	-	78

The examination scores shown above are certified as correct to the best of my knowledge.

5/26/2026
(Date)


Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 6-11-26
(Date)

Scores Expire on: 6/11/2030
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: BENJAMIN C. PLUNKETT

Signature:

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office



**Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room**

Agenda Fact Sheet

Agenda Item:

Minden Fire Department Promotion - Wesley Mandino

Discussion:

Fire Captain Wesley Mandino to the rank of Battalion Chief

DOH: 06/09/2003

Fire Captain Mandino has passed the Fire and Police Civil Service Board Battalion Chief Examination (documentation attached).

Suggested Wording of Motion:

"Upon the recommendation of Fire Chief Brian Williams, I move to approve the promotion of Minden Fire Department Captain Wesley Mandino to the rank of Battalion Chief, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



MEMORANDUM

To: Mayor Nick Cox

From: Brian R. Williams, Fire Chief

Date: June 30, 2026

RE: Promotions and New Hire

Mr. Mayor,

With the retirement of Battalion Chief Andrew Myles effective July 1, 2026, I will have a vacant Battalion Chief position. There is a current examination list approved by the Minden Fire and Police Civil Service Board on October 3, 2025. After confirming with the board secretary and confirming the seniority list, I would like to request the appointment of Wesley Mandino from Captain to Battalion Chief at the July City Council Meeting. He is the next candidate with the most seniority that passed the examination.

Second, with the promotion of Captain Mandino to Battalion Chief this will leave a vacant Captain position. There is a current examination list approved by the Minden Fire and Police Civil Service Board on November 14, 2025. After confirming with the board secretary and confirming the seniority list, I would like to request the appointment of Henry Ashley from Firefighter/Operator to Fire Captain at the July City Council Meeting. He is the next candidate with the most seniority that passed the examination.

Lastly, with the promotion of Firefighter/Operator Ashley to Captain this will leave a vacant Firefighter/Operator position. I would like to request that we post this open position and start taking applications.

If you have any questions or concerns, please don't hesitate to contact me.

THANK YOU,

BRIAN R. WILLIAMS, FIRE CHIEF

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: SEPTEMBER 18, 2025 for the class of BATTALION CHIEF

NAME OF CANDIDATE	S.S.N.	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
LEWIS DAVID A	9175	MW	86	-	86
MANDINO WESLEY	4682	MW	85	-	85
MYLES ANDREW	4996	MB	75	-	75

The examination scores shown above are certified as correct to the best of my knowledge.

9/24/2025
(Date)
Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on:

10/3/25
(Date)

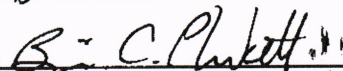
Scores Expire on:

10/3/2029
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name:

BENJAMIN C. PLUNKETT

Signature:



Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Minden Fire Department Promotion - Henry Ashley

Discussion:

Firefighter/Operator Henry Ashley to the rank of Fire Captain

DOH: 10/05/2021

Firefighter/Operator Ashley has passed the Fire and Police Civil Service Board Fire Captain Examination (documentation attached).

Suggested Wording of Motion:

"Upon the recommendation of Fire Chief Brian Williams, I move to approve the promotion of Minden Fire Department Firefighter/Operator Henry Ashley to the rank of Fire Captain, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None



MEMORANDUM

To: Mayor Nick Cox

From: Brian R. Williams, Fire Chief

Date: June 30, 2026

RE: Promotions and New Hire

Mr. Mayor,

With the retirement of Battalion Chief Andrew Myles effective July 1, 2026, I will have a vacant Battalion Chief position. There is a current examination list approved by the Minden Fire and Police Civil Service Board on October 3, 2025. After confirming with the board secretary and confirming the seniority list, I would like to request the appointment of Wesley Mandino from Captain to Battalion Chief at the July City Council Meeting. He is the next candidate with the most seniority that passed the examination.

Second, with the promotion of Captain Mandino to Battalion Chief this will leave a vacant Captain position. There is a current examination list approved by the Minden Fire and Police Civil Service Board on November 14, 2025. After confirming with the board secretary and confirming the seniority list, I would like to request the appointment of Henry Ashley from Firefighter/Operator to Fire Captain at the July City Council Meeting. He is the next candidate with the most seniority that passed the examination.

Lastly, with the promotion of Firefighter/Operator Ashley to Captain this will leave a vacant Firefighter/Operator position. I would like to request that we post this open position and start taking applications.

If you have any questions or concerns, please don't hesitate to contact me.

THANK YOU,

BRIAN R. WILLIAMS, FIRE CHIEF

FIRE AND POLICE CIVIL SERVICE BOARD

MINDEN, Louisiana

RESULTS OF EXAMINATION

Administered on: OCTOBER 16, 2025 for the class of FIRE CAPTAIN

NAME OF CANDIDATE	S.S.N	SEX / RACE	FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
ASHLEY HENRY E	2413	MW	83	-	83
HUGHES TOMMY J	8503	MW	78	-	78
MANDINO MICHAEL T	2595	MW	67	-	67

The examination scores shown above are certified as correct to the best of my knowledge.

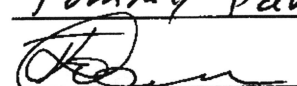
10/24/2025
(Date)


Adrienne T. Bordelon, State Examiner

Approved (by board) at meeting held on: 11-14-25

Scores Expire on: 11-14-2029 (Date)
(48 calendar months from approval date)
(PROMOTIONAL EXAM)

Printed Name: Tommy Paris

Signature:  11-14-25

Signature of the chairman or other civil service board member designated by the board to sign verifying that the examination scores listed above have been reviewed and accepted by this board and the names of those persons with passing scores are hereby placed on the employment list on the above effective date.

Please return blue copy of this grade sheet to State Examiner's Office



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Budget/Financial Report for May 2026

Discussion:

City Clerk Melaney Slack will present the Budget/Financial Report for the month of May 2026.

Suggested Wording of Motion:

No motion is required.



Minden City Council
Regular Session
Wednesday, July 8, 2026
Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Agenda Item:

Fire Report for June 2026

Discussion:

Fire Chief Brian Williams will present the Fire Report for the month of June 2026.

Suggested Wording of Motion:

No motion is required.



Minden City Council

Regular Session

Wednesday, July 8, 2026

Minden City Hall - Pelican Conference Room

Agenda Fact Sheet

Police Report

City Fines	\$8,885.25
District Attorney's Office	\$0.00
Crime Lab	\$300.00
City Court	\$310.00
Marshal's Office	\$300.00
Indigent Defender	\$450.00
Victim's Fund	\$0.00
Clerk's Fund	\$20.00
Community Service	\$0.00
WARE Center	\$75.00
LA Commission on Law Enforcement	\$20.00
Off-Duty Witness Fees	\$115.00
DARE	\$0.00
State Analysis	\$0.00
Agency Analysis	\$0.00
Court Case Management Information System	\$30.00
LA Traumatic Head & Spinal Cord Injury Trust Fund	\$50.00
Disability Affairs	\$0.00
Judicial Building Fund	\$100.00
Judicial Education	\$5.00
TOTAL	\$10,660.25

Suggested Wording of Motion:

“I move to accept the Police Report for the month of May 2026, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND: None

NAY(s): None

ABSTENTION(s): None

MAY 2026 CHIEF'S REPORT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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