

Minden Minden City Council
REGULAR SESSION



Monday, April 6, 2026 - 6:00 PM
520 Broadway Street

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 March 2, 2026**
- (2) Adopt Minutes of the Minden City Council Regular Session Held on March 2, 2026**

Resolutions

- (3) Adopt Resolution - Amending the City of Minden 2025-2026 Budget**
- (4) Adopt Resolution - Authorizing Credit Card Signatory Power for Certain City of Minden Personnel**
- (5) Adopt Resolution - A Resolution to Participate in the LaMATS Administered Cooperative Purchasing Joint Commission (LACPC) and to Appoint Representative**

Ordinances

- (6) Adopt Ordinance No. 1168 - An Ordinance to Amend and Reenact Ordinance No. 1165, Establishing the Minden Administrative Court Pursuant to LA R.S. 13:2575 and 13:2576, Adopting Technical Amendments to Authorize the Non-Mandatory Discretionary Assessment of Fines, Civil Penalties, and Costs, Including Hearing Costs (the Maximum of Which Shall Not Exceed Those Established by the Minden City Court); and to Provide for Any Related Matters Thereto**

Authority for Mayor to Enter into an Agreement

- (7) Authority for Mayor Cox to Enter into a Sports Tourism Services Agreement Between the City of Minden and Airstream Ventures**
- (8) Authority for Mayor Cox to Execute a Deed for Donation to City of Minden of Two (2) Tracts of Land for Lift Station Improvements and Retainage of an Access & Utility Servitude**

Condemned Property

- (9) Condemned Property - 704 Cherry Street (District A) - Nicole Stewart**
- (10) Condemned Property - 716 East Street (District A) - Rodell Bailey Estate**

(11) Condemned Property - 319 Pershing Street (District A) - Fannie Morris/Webster Parish Police Jury

(12) Condemned Property - 114, 116 & 118 N. Talton Street (District B) - Alice Day Jones

Final Plat Approval

(13) Final Plat Approval - Lot Split of Property Owned by Abby and Daniel Monday Located at 612 Germantown Road

(14) Final Plat Approval - Lot Split of Property Owned by Myles-N-Myles Enterprises of Minden, LLC Located at 906 Devereaux Street

Reports

(15) Budget/Financial Report for February 2026

(16) Fire Report for March 2026

(17) Police Report for February 2026

Presentation of Proclamations/Awards

(18) Presentation of Proclamation to Louisiana Organ Procurement Agency (LOPA)

Adjournment

Announcements – Council Comments – Adjournment

Public Comments Limited to Three (3) Minutes



**Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Workshop Held on March 2, 2026

Discussion:

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Workshop held on March 2, 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 MARCH 2, 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, District D Councilman Michael Roy, and District E Councilman Andy Pendergrass. Absence(s): None. Mayor Cox welcomed everyone to the meeting.

The following topics were discussed: Families Helping Families Region 7, miscellaneous city matters, Quarter 1 of the 2025-2026 Budget Review, the January 2026 Police Report, and the February 2026 Fire Report, and the January 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 Langford, City Clerk



**Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street**

Agenda Fact Sheet

Agenda Item:

Adopt Minutes of the Minden City Council Regular Session Held on March 2, 2026

Discussion:

Suggested Wording of Motion:

“I move to adopt the minutes of the Minden City Council Regular Session Held on March 2, 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 MARCH 2, 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

There were no additions to the agenda.

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 Regular Session Held on February 2, 2026

Michael Roy moved to adopt the minutes of the Minden City Council Regular Session held on February 2, 2026, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor.

Resolution(s)

(2) Adopt Resolution - Amending the City of Minden 2025-2026 Budget

Carlton "Buddy" Myles moved to adopt a Resolution to Amend the City of Minden 2025-2026 Budget, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

(3) Adopt Resolution - Regarding a Lease Purchase Agreement for the Purpose of Financing a Custom Pumper Fire Truck and Equipment

Carlton "Buddy" Myles moved to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing a Custom Pumper Fire Truck and Equipment, as presented. The motion was duly seconded by Andy Pendergrass and the vote was unanimously in favor.

(4) Adopt Resolution - Regarding a Lease Purchase Agreement for the Purpose of Financing a Command Unit for the Minden Fire Department

Michael Roy moved to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing a Command Unit for the Minden Fire Department, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

(5) Adopt Resolution - Regarding a Lease Purchase Agreement for the Purpose of Financing a Bucket Truck for Public Works

Andy Pendergrass moved to adopt a Resolution Regarding a Lease Purchase Agreement for the Purpose of Financing a Bucket Truck for Public Works, as presented. The motion was duly seconded by Michael Roy and the vote was unanimously in favor.

(6) Adopt Resolution - Declaring Certain Playground Equipment of the City of Minden to be Surplus as Having Been Replaced by New Playground Equipment, and Authorizing the Mayor to Execute a Cooperative Endeavor Agreement for the Transfer of the Surplussed Playground Equipment to the Town of Sibley for the Public Purpose of Facilitating Regional Recreational Opportunities, and with Commensurate Public Benefits to the City of Minden in Exchange for the Transfer

Andy Pendergrass moved to adopt a Resolution Declaring Certain Playground Equipment of the City of Minden to be Surplus as Having Been Replaced by New Playground Equipment, and Authorizing the Mayor to Execute a Cooperative Endeavor Agreement for the Transfer of the Surplussed Playground Equipment to the Town of Sibley for the Public Purpose of Facilitating Regional Recreational Opportunities, and with Commensurate Public Benefits to the City of Minden in Exchange for the Transfer, as presented. The motion was duly seconded by Carlton "Buddy" Myles and the vote was unanimously in favor.

(7) Adopt Resolution - Confirming the Mayor's Appointment of the Administrative Judge and Docket Clerk for the Minden Administrative Court Pursuant to La. R.S. 13:2575 and Ordinance No. 1165 of the City of Minden

Michael Roy moved to adopt a Resolution to Confirm the Mayor's Appointment of the Administrative Judge and Docket Clerk for the Minden Administrative Court Pursuant to La. R.S. 13:2575 and Ordinance No. 1165 of the City of Minden, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

Ordinance(s)

(8) Adopt Ordinance No. 1167 - An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, as Chapter 38 - Environment: Section 38-2. - Amplified Noises, Nuisance Noises

Carlton "Buddy" Myles moved to adopt Ordinance No. 1167 - An Ordinance to Amend and Reenact the Code of Ordinances, City of Minden, State of Louisiana, as Chapter 38 - Environment: Section 38-2. - Amplified Noises, Nuisance Noises, as presented. The motion was duly seconded by Levon "Charlie" Thomas and the vote was unanimously in favor.

Award Bid

(9) Award Bid No. 03-2026 - Aerial Bucket Truck

Andy Pendergrass moved to award Bid No. 03-2026 - Aerial Bucket Truck to the lowest qualified bidder meeting all requirements, Altec Industries, Inc., as presented. The motion was duly seconded by Carlton "Buddy" Myles and the vote was unanimously in favor.

Personnel

(10) Minden Fire Department Promotion - Andrew Myles

Andy Pendergrass moved to approve the promotion of Minden Fire Department Captain Andrew Myles to the rank of Battalion Chief, as presented. The motion was duly seconded by Levon "Charlie" Thomas and the vote was as follows: Aye(s): Levon "Charlie" Thomas, Latasha Mitchell, Michael Roy, and Andy Pendergrass. Nay(s): None. Abstention(s): Carlton "Buddy" Myles. Absence(s): None. The motion carried.

(11) Minden Fire Department Promotion - Tommy Hughes, Jr.

Michael Roy moved to approve the promotion of Minden Fire Department Firefighter/Operator Tommy Hughes, Jr. to the rank of Fire Captain, as presented. The motion was duly seconded by Latasha Mitchell and the vote was unanimously in favor.

(12) Minden Fire Department New Hire - David Hatcher

Michael Roy moved to confirm David Hatcher as a full-time firefighter in the Minden Fire Department, subject to passing all applicable tests. The motion was duly seconded by Carlton "Buddy" Myles and the vote was unanimously in favor.

(13) Minden Fire Department New Hire - Alec Plunkett

Andy Pendergrass moved to confirm Alec Plunkett as a full-time firefighter in the Minden Fire Department, subject to passing all applicable tests. The motion was duly seconded by Carlton "Buddy" Myles and the vote was unanimously in favor.

Reports

(14) Budget/Financial Report for January 2026

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

(15) Fire Report for February 2026

Fire Chief Brian Williams presented the Fire Report for the month of February 2026. No motion was required.

(16) Police Report for January 2026

Carlton "Buddy" Myles moved to accept the Police Report for the month of January 2026, as presented. 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 Langford, City Clerk



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Adopt Resolution - Amending the City of Minden 2025-2026 Budget

Discussion:

Suggested Wording of Motion:

“I move to adopt a Resolution to Amend the City of Minden 2025-2026 Budget, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

RESOLUTION

**A RESOLUTION TO AMEND THE
CITY OF MINDEN 2025-2026 BUDGET**

WHEREAS, the City of Minden budget for the year 2025-2026 was approved on August 4, 2025; and

WHEREAS, a public hearing on said budget was held on August 4, 2025, as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE, be it resolved by the Council of the City of Minden, Webster Parish, Louisiana, that the following amendments to the approved budget for 2025-2026 be made:

2025-2026 Budget Amendment – General Fund

Account Number	Expense	Revenue	Account Name
01-00-3311001		(585,000)	Grant Airport Federal
01-00-3312001		(196,422)	Grant Airport State
01-00-3313007		(2,000)	Ward Marshal
01-00-3411003		(200,000)	Airport Sales
01-00-3411013		(8,000)	WPPJ – Road Work Contribution
01-00-3411021		(5,000)	Rental Agreements
01-00-3429007		(2,000)	CC Convenience Fee
01-00-3471008		(1,400)	Instructor Led Programs
01-00-3471015		(200,000)	Rec Enhancement Concessions
01-00-3471016		(200,000)	Rec Enhancement Baseball/Softball
01-00-3471020		(350,000)	Rec Enhancement Sponsorship
01-00-3512005		(40,000)	Court Fines
01-00-3512010		(4,150)	Construction Zone Duty
01-00-3611007		(6,500)	Sale of Fixed Assets
01-00-3611097		10,000	PD – New Hire Incentive
01-00-3901027		(9,756,260)	Transfer from Rec Enhancement Bond Fund
01-08-4111002	(39,861)		Employee Salaries
01-08-4112001	(2,656)		Group Insurance
01-08-4112004	(10,762)		Municipal Retirement
01-08-4112008	21,740		Workers Compensation
01-08-4113004	25,000		Other Professional Services
01-08-4114312	4,000		Computer Maintenance
01-08-4115010	10,000		Travel
01-08-4118018	1,000		Penalties and Fees
01-09-4192008	3,799		Workers Compensation
01-09-4194009	4,347		Equipment Lease
01-09-4195005	300		Vehicle Insurance
01-09-4196003	200		Gas & Diesel Fuel
01-10-4211012	(10,000)		Incentive Pay
01-10-4212008	(21,756)		Workers Compensation
01-11-4122008	2,024		Workers Compensation
01-12-4222008	(47,474)		Workers Compensation
01-12-4223001	20,000		Legal Fees
01-12-4224009	(3,316)		Equipment Lease
01-12-4224303	1,200		Maintenance Agreements
01-13-4291006	2,800		Ward Marshal Supp Pay
01-13-4292003	2,104		Medicare
01-13-4292008	1,901		Workers Compensation
01-14-4092008	1,728		Workers Compensation
01-15-4191003	4,400		Part Time Salaries
01-15-4192002	273		FICA
01-15-4192003	64		Medicare
01-15-4192008	2,782		Workers Compensation
01-15-4192010	(150)		Uniforms
01-15-4193004	7,000		Other Professional Services

01-15-4195001	310		Telephone Expense
01-15-4196011	5,000		Materials
01-16-4242008	3,718		Workers Compensation
01-16-4244303	950		Maintenance Agreements
01-17-4192008	1,257		Workers Compensation
01-17-4192010	(150)		Uniforms
01-17-4195001	310		Telephone Expense
01-18-4192008	472		Workers Compensation
01-18-4195005	(398)		Vehicle Insurance
01-18-4197103	132,000		Building Structure & Improvements
01-19-4112008	(487)		Workers Compensation
01-19-4115001	(600)		Telephone Expense
01-20-4312002	2,415		FICA
01-20-4312008	(34,252)		Workers Compensation
01-20-4314003	3,821		Sanitation Charges
01-20-4314009	(5,482)		Equipment Lease
01-20-4315002	1,720		City Utilities
01-20-4316006	(3,700)		Custodial
01-20-4317004	3,500		Tools & Equipment
01-21-4512008	1,217		Workers Compensation
01-21-4514310	1,000		Plant Maintenance
01-21-4515001	1,378		Telephone Expense
01-21-4515008	750		General Insurance
01-21-4515010	1,000		Travel
01-22-4511002	(29,483)		Employee Salaries
01-22-4512001	(15,657)		Group Insurance
01-22-4512003	(427)		Medicare
01-22-4512004	(7,960)		Municipal Retirement
01-22-4512008	(12,709)		Workers Compensation
01-22-4513004	(55,000)		Other Professional Services
01-22-4514009	(7,026)		Equipment Lease
01-22-4516010	(75,000)		R.E.P. Tournament Expenses
01-22-4516012	(500)		Concessions
01-22-4517010	(800,000)		R.E.P. Construction
01-22-4518002	2,500		Collection Expense
01-23-4192001	52,589		Group Insurance
01-23-4192008	(558)		Workers Compensation
01-23-4196016	150,000		Aviation Fuel
01-23-4197105	299,772		Other Than Buildings
01-23-4198017	585,000		Grants – Federal
01-23-4198018	196,422		Grants – State
01-24-4511002	60,233		Employee Salaries
01-24-4511003	150,280		Part Time Salaries
01-24-4512001	20,969		Group Insurance
01-24-4512002	9,317		FICA
01-24-4512003	3,052		Medicare
01-24-4512004	16,263		Municipal Retirement
01-24-4512008	2,500		Workers Compensation
01-24-4512009	57		Unemployment Insurance
01-24-4512010	4,000		Uniforms
01-24-4513001	10,000		Legal Fees
01-24-4513003	20,000		Contracts
01-24-4513004	75,000		Other Professional Services
01-24-4514002	18,000		Equipment Rental
01-24-4514009	7,000		Equipment Lease
01-24-4514301	1,500		Vehicles & Machinery
01-24-4514311	80,000		Grounds Improvement
01-24-4515001	1,200		Telephone Expense
01-24-4515003	3,000		Advertising
01-24-4515005	1,409		Vehicle Insurance
01-24-4515007	200		Bond Insurance
01-24-4515010	2,000		Travel
01-24-4515011	2,000		Training
01-24-4515012	4,000		Membership & Dues

01-24-4515015	2,000		Medical Exams
01-24-4516002	3,000		Office Supplies
01-24-4516003	3,000		Gas & Diesel Fuel
01-24-4516006	5,000		Custodial
01-24-4516011	10,000		Materials
01-24-4516013	1,000		Vehicle Maintenance Supply
01-24-4517002	30,400		Computer Purchases
01-24-4517004	22,000		Tools & Equipment
01-24-4517006	30,000		Communication Equipment
01-24-4517007	3,500		Furnishings
01-24-4517010	9,756,260		R.E.P. Construction
01-24-4518002	3,000		Collection Expense
01-24-4518008	1,500		Liability Claims
01-24-4519001	136,000		Concessions
01-24-4519002	51,000		Baseball / Softball

Amend Budget to Recognize an Increase in Revenues and Reallocation of Expenses.

Amend Budget to Recognize an Increase of Grant Revenues and Expenses related to Airport Hangars.

Amend Budget to Recognize the Completion of the Animal Control Facility that was Expected to be Completed in 2024 – 2025 Budget.

Amend Budget to Recognize the Creation of Department 24 Recreation Enhancement. This Department Shall be Under the Discretion of the Recreation Enhancement Coordinator Zachary Harrison.

Amend Budget to Recognize the Estimated Recreation Enhancement Revenues and Expenses.

Amend Budget to Amend the Workers Compensation Expenses after Correction of Coverage was Completed.

Amend Budget to Reallocate Vehicle Lease Payments According to the Corrected Inventory was Completed.

2025-2026 Budget Amendment – Water and Electric

Account Number	Expense	Revenue	Account Name
02-00-3311201		(344,360)	Grant Water
02-00-3429004		(13,100)	Penalties
02-34-4612008	5,672		Workers Compensation
02-34-4615001	1,718		Telephone Expense
02-34-4617002	500		Computer Purchases
02-35-4611002	90,839		Employee Salaries
02-35-4612001	(3,290)		Group Insurance
02-35-4612003	337		Medicare
02-35-4612004	7,448		Municipal Retirement
02-35-4612008	(2,558)		Workers Compensation
02-35-4612009	7		Unemployment Insurance
02-35-4615007	650		Bond Insurance
02-35-4617002	500		Computer Purchases
02-35-4618018	1,000		Penalties and Fees
02-35-4618095	6,000		Investment Fees
02-36-4622008	5,196		Workers Compensation
02-36-4622010	500		Uniforms
02-36-4623001	(25,000)		Legal Fees
02-36-4624003	2,965		Sanitation Charges
02-36-4624009	(1,598)		Equipment Lease
02-36-4624301	1,500		Vehicles & Machinery
02-36-4625002	28,636		City Utilities
02-36-4625006	3,290		Fire Insurance
02-37-4622008	(3,210)		Workers Compensation
02-37-4624009	5,454		Equipment Lease
02-37-4625003	800		Advertising
02-40-4632008	9,414		Workers Compensation
02-40-4634003	484		Sanitation Charges
02-40-4634006	(154,022)		Tree Trimming Service
02-40-4634009	23,957		Equipment Lease
02-40-4637104	154,022		Distribution Improvements
02-41-4631005	(4,800)		CDL Incentive
02-41-4634003	350		Sanitation Charges
02-41-4634009	(3,883)		Equipment Lease

02-41-4635002	(4,000)		City Utilities
02-41-4635015	395		Medical Exams
02-42-4631005	(7,200)		CDL Incentive
02-42-4632008	(2,071)		Workers Compensation
02-42-4634003	1,841		Sanitation Charges
02-42-4634009	(10,830)		Equipment Lease
02-42-4634316	227,273		Water Main Improvements
02-4635001	(1,525)		Telephone Expense
02-42-4635011	500		Training
02-42-4636001	200		Postage

Amend Budget to Recognize an Increase in Revenues and Reallocation of Expenses.

Amend Budget to Recognize an Increase in Grant Revenues and Water Main Improvement Expenses for the Web Court Water Improvement Project.

Amend Budget to Reallocate Workers Compensation Expenses after Correction of Coverage was Completed.

Amend Budget to Reallocate Vehicle Lease Payments According to the Corrected Inventory was Completed.

2025-2026 Budget Amendment – Recreation Enhancement Bond Fund

Account Number	Expense	Revenue	Account Name
27-00-3611016		(25,000)	Interest Earned
27-00-3901003		(9,756,113)	Fund Balance – Bond Award
27-00-4118001		200	Bank Charges
27-00-4119001		9,780,913	Transfer to General Fund

Amend Budget to Create a Budget and New Fund for the Recreation Enhancement Project. Amend Budget to Recognize the Repayment of Expenses to General Fund for the Recreation Enhancement Project.

The foregoing resolution was read, considered, and adopted this ____ day of _____, 2026.

CERTIFICATE

I, Melaney Langford, City Clerk for the City of Minden, Louisiana, hereby certify that the above constitutes a true and accurate copy of the Resolution, which upon motion and second of _____ and _____, respectively, was adopted by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

The same was declared adopted by the Mayor on this ____ day of _____, 2026.

Melaney Langford, City Clerk
City of Minden, Louisiana



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

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

Discussion:

This Resolution adds Zack Harrison as Recreation Enhancement Coordinator and adds Haley Lewis as Assistant Recreation Enhancement Coordinator.

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution Authorizing Credit Card Signatory Power for Certain City of Minden Personnel, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

RESOLUTION

**A RESOLUTION AUTHORIZING CREDIT CARD
SIGNATORY POWER FOR CERTAIN
CITY OF MINDEN PERSONNEL**

WHEREAS certain personnel are often required to travel in conducting City business; and
WHEREAS such travel often required the use of a credit card in conducting such City
business.

THEREFORE, BE IT RESOLVED by the governing authority of the City of Minden
that Zack Harrison, Recreation Enhancement Coordinator, and Haley Lewis, Assistant Recreation
Enhancement Coordinator, be authorized to sign credit card vouchers and obligate City of Minden
funds in payment of any such legitimate charges. Zack Harrison and Haley Lewis are hereby
granted credit card signatory power in addition to Nick Cox, Mayor; Melaney Langford, City
Clerk/Tax Officio; Brent Cooley, Building Official; Jeff Ellinwood, Director of Information
Systems; Ashlee Drake, Administrative Assistant to the Mayor; Jared McIver, Chief of Police;
Zita Williams, Director of Parks and Recreation; Tyler Wallace, Director of Public Works; Brian
Williams, Chief of the Fire Department; and Sarah Overall, Director of Main Street/Economic
Development.

The aforesaid resolution was read, considered, and adopted this ____ day of _____ 2026.

CERTIFICATE

I, Melaney Langford, City Clerk for the City of Minden, hereby certify that the above
constitutes a true and correct copy of a resolution, which, upon motion and second of _____ and
_____, respectively, was adopted by the following vote:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

The same was adopted by the Mayor this ____ day of _____ 2026.

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Adopt Resolution - A Resolution to Participate in the LaMATS Administered Cooperative Purchasing Joint Commission (LACPC) and to Appoint Representative

Discussion:

Suggested Wording of Motion:

"I move to adopt a Resolution to Participate in the LaMATS Administered Cooperative Purchasing Joint Commission (LACPC) and to Appoint Representative, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

**Resolution to Participate in the
LAMATS ADMINISTERED COOPERATIVE PURCHASING JOINT COMMISSION
(LACPC)
and to
Appoint Representative**

Whereas, the Louisiana Municipal Advisory & Technical Services Bureau, Inc. (“LaMATS”) provides purchasing administrative services to members of the Louisiana Municipal Association including administration of cooperative purchasing commissions created pursuant to La. R.S. 33:1322 et seq., the *Local Services Law*;

Whereas, the *Local Services Law* recognizes and allows cooperation between political subdivisions, including the cooperative purchasing of materials, supplies, and equipment;

Whereas, the *Local Services Law* recognizes the creation of a joint commission whenever resolutions are passed by one or more political subdivisions to create an administrative structure for cooperating with one another;

Whereas, under the *Local Services Law*, any municipality or political subdivision of the state or any combination thereof, may make agreements between or among themselves to define and regulate how to engage jointly in the purchase of materials, supplies and equipment for use in the maintenance of governmental services;

Whereas, LaMATS has created an administrative structure for such a joint commission to facilitate cooperation in the formation and use of cooperative purchase contracts among participating municipalities;

Whereas, LaMATS is controlled by a board of directors comprised of mayors, councilmembers and municipal officials whose municipalities are LMA members;

Whereas, LaMATS is subject to annual independent audits reviewed by the Louisiana Legislative Auditor;

Whereas, the administrative services provided by LaMATS, including those described herein, are at no direct cost to LMA Members and LMA affiliated local governments and organizations;

Whereas, LACPC oversight will commence July 1, 2021 or sooner upon the adoption of this resolution by two (2) LMA-member municipalities who desire to participate in and share the administration of cooperative contracts created through the joint commission under the *Local Services Law*; and

Whereas, any additional LMA municipalities and affiliated local political subdivisions may join the agreement as Participants by adopting this resolution;

Now, therefore, to effect economy of operations and administration of a voluntary, cooperative joint commission between and among Participants to this agreement, the parties signing on hereto agree to abide by the following:

1. ADMINISTRATION SERVICES

LaMATS shall administer the LaMATS Administered Cooperative Purchasing Joint Commission (“LACPC” or “Commission”) at all times acting in a fiduciary capacity on behalf of the joint commission.

LaMATS will maintain a congenial relationship and an open line of communication with Participants and will strive to create beneficial cooperative contracts (“joint use” and/or “piggyback” and/or “group”) in a manner consistent with the public bid laws and La. R.S. 33:1322 et seq. (Local Services Law) and made available to all Participants.

LaMATS will not charge Participants for the creation, maintenance, or access to the cooperative contracts created or administered hereunder.

Administrative charges necessary to create and to maintain the administration of cooperative contracts will be assessed only to vendors who have successfully contracted with LaMATS on behalf of the Commission to offer their contracted materials, supplies, or equipment, including installation of same, to Participants.

LaMATS will be responsible for ensuring that all contracts offered for cooperative purchases have met all the requirements of the public bid laws and are advantageous to Participants in both quality and price.

LaMATS will advise Participants on accessing contract use and any applicable limits to purchases that may apply.

LaMATS will maintain one or more websites that describe available contracts, receipt of contract information and contacts for vendor representatives.

LaMATS as Administrator will assist Participants regarding audits of purchases made through the LACPC.

LaMATS will assume responsibility of audit oversight related to the operations of the Commission.

2. PARTICIPANTS

A Participant is an LMA-affiliated municipality or local political subdivision, or an affiliated agency of either, authorized to cooperate under the *Local Services Law* and who has adopted this authorizing resolution.

A Participant may withdraw from Participation in the Commission by resolution passed at any time.

Use of cooperative contracts administered by LaMATS by Participants is purely voluntary and discretionary.

Cooperative contracts offered through the LACPC may be utilized by non-Participant political subdivisions where the public bid laws otherwise allow.

3. LaMATS BOARD OF DIRECTORS

The LaMATS Board of Directors shall solely retain the power and authority to dissolve the LaMATS administration related to the Commission and to cooperative contracts created thereunder. If dissolved, Participants will be provided advanced notice and opportunity to contract with a new third-party administrator and/or fiduciary.

Performance issues regarding administration by LaMATS may be presented to the LaMATS Executive Director or to the LaMATS's Board of Directors by a Participant or by a Participant's Commission Representative.

Commission Representatives and Participants will be provided adequate notice when matters related to cooperative purchasing are to be taken up by the LaMATS Board of Directors.

Rates, fees, or commissions charged to Vendors who sell materials, supplies and equipment pursuant to cooperative contracts will be set by LaMATS in accordance with LaMATS Board of Directors and Commission guidance and directives. Rates fees or commissions to be paid by Vendors shall be reasonable, shall be reportable to and accessible by Participants, shall be considered public records and shall be independently audited.

4. CREATION/POWERS OF THE COMMISSION

The Commission administered by LaMATS shall be deemed created when two (2) municipalities adopt this resolution as recorded in the minutes of the municipality so adopting and reported to the LaMATS Board of Directors and/or the LaMATS Executive Director.

The Commission shall be deemed a tax-exempt, non-profit instrumentality of the Participants and may be incorporated or chartered as the laws of the State of Louisiana may allow as a non-profit corporation or agency. All funds received through the Commission shall be in the name of and shall be reportable by LaMATS.

LaMATS shall facilitate the filing of any required Louisiana Ethics Administration Program Disclosure Forms required of any Commission Representative.

Operations of the Commission shall formally commence July 1, 2021.

The Commission's powers shall be limited to the provision of advice and counsel regarding the creation and use of cooperative contracts that may benefit Participants only, and to serve as the advisory agency to Participants and to LaMATS. Neither the Commission, a Commission Representative nor LaMATS may bind a Participant to a contract, indebtedness, obligation, or financial arrangement of any kind.

LaMATS shall hold any Participant and Commission Representative harmless for their acts while participating in the LACPC under LaMATS administration or for the acts of LaMATS resulting in injury to a Participant and shall indemnify a Participant or a Commission Representative for liability or harm LaMATS or the Commission may be responsible for.

Contracts created by LaMATS as Administrator on behalf of the Commission and Participants shall be held in the name of "LaMATS as Administrator of the LaMATS Administered Cooperative Purchasing Joint Commission" only.

5. APPOINTMENT OF COMMISSION REPRESENTATIVES

Each Participant that joins the Commission may qualify and appoint a Commission Representative to serve in a voluntary, advisory capacity on the Commission who shall be responsible for communicating to LaMATS the purchasing preferences of the Participant. A Commission Representative serves and reports to a Participant solely at the discretion of a Participant.

The Mayor of a Participant shall be deemed the Commission Representative unless a Participant appoints the Municipal Clerk or another recognized municipal official as its Representative. The Mayor shall also serve as the Commission Representative whenever there is an unfilled vacancy. Whenever the Mayor serves as Representative, the Mayor may delegate representation to the municipal clerk or another municipal official within the Mayor's discretion.

A Commission Representative shall not be compensated by a Participant for providing Representative duties. A per diem, as authorized by the *Local Services Law* and subject to independent auditor oversight reportable to the Legislative Auditor, may be authorized by the LaMATS Board payable directly to a Commission Representative as reimbursement for expenses related to actual services performed. Under the *Local Services Law* a Commission Representative's receipt of payment through the Commission structure is in addition to any regular pay provided by the Participant.

The Commission Representative will report to its Participant those purchasing opportunities created through its participation in the LACPC.

The Commission may appoint a Commission Chair from its ranks to facilitate communications with the LaMATS Board, LaMATS administrators and among Commission Representatives and may create

committees as it may deem necessary or desirable to facilitate assessment of needs, research of products or vendors, and to review or evaluate vendor offerings, proposals, or specifications. A Commission Chair shall affirm to the Commission and to LaMATS that any assigned or assumed duties will be carried out in accordance with the Louisiana Governmental Code of Ethics. A Commission Chair may be nominated and affirmed without a quorum by simple majority of Representatives in attendance at a regular meeting scheduled or at any special meeting called by LaMATS for the purpose of appointing a new Commission Chair. In case of a tie regarding any Commission matter, the President of the LaMATS Board of Directors may, but is not required, to break the tie.

LaMATS will call a regular meeting of the Commission a minimum of twice per year and special meetings when deemed necessary, in a manner consistent with the Open Meetings Law, and shall be responsible for setting an agenda. A quorum of Commission Representatives shall not be necessary to receive and to accept Commission recommendations, to make and to accept motions to expand the agenda or to appoint a Commission Chair.

6. NEWSPAPER ADVERTISEMENT

Each Participant shall publish in its official journal this resolution when passed to participate in the LaMATS Administered Cooperative Purchasing Joint Commission.

7. MEMBERSHIP AUTHORIZATION

[insert name of municipality or agency] hereby joins the LaMATS Administered Cooperative Purchasing Joint Commission as signified below. [insert name] is hereby recognized as Commission Representative on behalf of Participant. Whenever the Mayor is appointed Representative or assumes the duties of the Representative in event of vacancy or non-appointment, the Mayor may delegate Representative duties to the Clerk or to another municipal official or officer.

[Place here the necessary language adopting the resolution]



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Adopt Ordinance No. 1168 - An Ordinance to Amend and Reenact Ordinance No. 1165, Establishing the Minden Administrative Court Pursuant to LA R.S. 13:2575 and 13:2576, Adopting Technical Amendments to Authorize the Non-Mandatory Discretionary Assessment of Fines, Civil Penalties, and Costs, Including Hearing Costs (the Maximum of Which Shall Not Exceed Those Established by the Minden City Court); and to Provide for Any Related Matters Thereto

Discussion:

Suggested Wording of Motion:

“I move to adopt Ordinance No. 1168 - An Ordinance to Amend and Reenact Ordinance No. 1165, Establishing the Minden Administrative Court Pursuant to LA R.S. 13:2575 and 13:2576, Adopting Technical Amendments to Authorize the Non-Mandatory Discretionary Assessment of Fines, Civil Penalties, and Costs, Including Hearing Costs (the Maximum of Which Shall Not Exceed Those Established by the Minden City Court); and to Provide for Any Related Matters Thereto, as presented.”

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

ORDINANCE NO. 1168

AN ORDINANCE TO AMEND AND REENACT ORDINANCE NO. 1165, ESTABLISHING THE MINDEN ADMINISTRATIVE COURT PURSUANT TO LA R.S. 13:2575 AND 13:2576, ADOPTING TECHNICAL AMENDMENTS TO AUTHORIZE THE NON-MANDATORY DISCRETIONARY ASSESSMENT OF FINES, CIVIL PENALTIES, AND COSTS, INCLUDING HEARING COSTS (THE MAXIMUM OF WHICH SHALL NOT EXCEED THOSE ESTABLISHED BY THE MINDEN CITY COURT); AND TO PROVIDE FOR ANY RELATED MATTERS THERETO

AN ORDINANCE amending and reenacting Chapter 2 of the Minden Code of Ordinances, Administration: Article VI, Administrative Court: Sections 2-297, 2-299, 2-300, 2-302, 2-303, 2-304, 2-307, 2-308, 2-309, 2-310, 2-311, 2-312, 2-313, and 2-314 for clarification as provided herein.

WHEREAS, technical amendments are appropriate for clarification of selected Sections of Chapter 2 of the Minden Code of Ordinances, Administration: Article VI, Administrative Court: Sections 2-297, 2-299, 2-300, 2-302, 2-303, 2-304, 2-307, 2-308, 2-309, 2-310, 2-311, 2-312, 2-313, and 2-314; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Minden, Louisiana, in legal session convened, that the selected Sections herein of Chapter 2 of the Minden Code of Ordinances, Administration: Article VI, Administrative Court: Sections 2-297, 2-299, 2-300, 2-302, 2-303, 2-304, 2-307, 2-308, 2-309, 2-310, 2-311, 2-312, 2-313, and 2-314 be amended and enacted as provided herein to read as follows, to-wit:

ARTICLE VI.

Administrative Court

Section 2-297. – Purpose.

The purpose of this **Article** is to establish an efficient, non-criminal, administrative process for the adjudication and correction of violations of blighted properties **and** abandoned properties (**La. R.S. 13:2575.D.(2), referred to in this Article as “D(2) cases”**), other violations of Minden ordinances pertaining to the public health, housing, fire code, environment (including junk, rubbish, and litter), junked or abandoned vehicles, and historic district regulation, and such other property conditions constituting a threat to the public health, safety, and welfare as may be designated by the Mayor (**La. R.S. 13:2575.D.(1), referred to in this Article as “D(1) cases”**). This process is intended to protect the public health, safety, and welfare of the citizens of Minden, promote neighborhood integrity, and preserve property values by providing a fair and expeditious method of enforcement, correction, and abatement.

Section 2-298. – Authority.

This Administrative Court is established under the authority vested in the City of Minden by the Louisiana Constitution and in direct accordance with the provisions of **La. R.S. 13:2575 and 13:2576**.

Section 2-299. – Scope and Definitions.

This **Article** shall apply to all immovable property, including all lots, plots, or parcels of land and any structures or improvements thereon, whether residential, commercial, industrial, or vacant, located within the corporate limits of the City of Minden. **However, nothing in this Article shall be construed to affect activities which occur on the premises of manufacturing facilities which are regulated by Title 30 of the Louisiana Revised Statutes of 1950 (Minerals, Oil, and Gas).**

For the purposes of this **Article**, the following definitions shall apply:

Blighted Property shall mean any **vacant or occupied immovable property** which has been declared to be a public nuisance by the Minden Building Official, as confirmed by the Administrative Judge following a hearing to be a public nuisance and therefore blighted, under the criteria of LA R.S. 33:1374.B.(1) and (7), namely **(as they may be amended)** that the immovable property or any structure thereon, by reason of the condition in which it is permitted to remain, may endanger the health, life, limb, or property of any person, or cause any hurt, harm, damages, injury, or loss to any person in any one or more of the following conditions:

- (a) The property is dilapidated, decayed, unsafe, or unsanitary, is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency, and crime.
- (b) The property is a fire hazard.
- (c) The conditions present on the property and its surrounding grounds are not reasonably or adequately maintained, thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use, and enjoyment to such an extent that it is harmful to the public health, welfare, safety, and the economic stability of the area, community, or neighborhood in which such public nuisance is located.

Abandoned Property shall mean any immovable property, including any building or structure thereon, which has been declared "abandoned" by the Minden Building Official, as confirmed by the Administrative Judge following a hearing, and shall have the same meaning and criteria as set forth in **La. R.S. 33:4720.59(D)(2)**, as it may be amended.

City shall mean the City of Minden, Louisiana.

Administrative Judge shall mean the Administrative **Hearing Officer** for the City of Minden Administrative Court as authorized by LA R.S. 13:2575.

Owner shall mean the owner of record of the subject property as listed in the most current records of the Webster Parish Assessor's Office.

Section 2-300. – Creation of Court.

There is hereby established an administrative adjudication system to be known as the "**City of Minden Administrative Court**" (hereinafter referred to as "the Court"). The Court shall function as a quasi-judicial body with the authority to hear and decide matters concerning violations **state statutes or city ordinances pertaining to** public health, housing, fire code, environmental, and historic district ordinances, **including** those relating to blighted and abandoned property as defined herein.

Section 2-301. – Administrative Judge.

The Court shall be presided over by a single **Administrative Judge**.

- (a) **Appointment:** The Administrative Judge shall be appointed by the Mayor, subject to confirmation by the City Council. The Administrative Judge shall serve at the pleasure of the Mayor and City Council.
- (b) **Qualifications:** The Administrative Judge shall be an attorney at law, licensed to practice in the State of Louisiana, and in good standing with the Louisiana State Bar Association.
- (c) **Recusal:** The Administrative Judge shall recuse himself/herself from any hearing in which they have a personal, financial, or professional interest in the property or the outcome of the matter.

Section 2-302. – Powers and Duties of the Administrative Judge.

The Administrative Judge shall have the authority to:

- (a) Administer oaths and affirmations.

- (b) Issue subpoenas to compel the attendance of witnesses and the production of documents, records, or other evidence.
- (c) Conduct hearings in an orderly and fair manner, ensuring due process for all parties.
- (d) Take testimony and accept evidence.
- (e) Issue written orders, judgments, and notices of judgment.
- (f) Determine whether a violation of city ordinances or state statutes exists.
- (g) Order the abatement of violations within a specified time period.
- (h) Impose fines, civil penalties, administrative costs, and hearing costs as authorized by this Article and applicable state law.
- (i) Suspend or reduce fines and penalties in accordance with established policies for compliance.

Section 2-303. – Building Official and Code Enforcement.

- (a) **Designation:** The City of Minden Building Official shall serve as the primary administrative official for the investigation and presentation of violations before the Court, following the Building Official’s service by certified mail of a Notice of Violation and/or Required Appearance at Hearing to the property owner.
- (b) **Duties:** The duties of the Building Official in relation to the Court shall include, but are not limited to:
 - (1) Identifying and inspecting properties suspected of being blighted, abandoned, or otherwise in violation of pertinent city ordinances or state statutes.
 - (2) Prioritizing cases based on the severity of the violation and the threat posed to public health, safety, and welfare.
 - (3) Preparing a comprehensive case file for each property, including inspection reports, photographs, and ownership records.
 - (4) Filing the Notice of Violation and/or Required Appearance at Hearing, if any violations remain uncorrected by the deadline for compliance set forth in the Notice, with the Docket Clerk to initiate Court proceedings.
 - (5) Presenting the City’s case, evidence, and testimony during the administrative hearing.
 - (6) Conducting follow-up inspections to verify compliance, including with Orders issued by the Administrative Judge.

(c) Beautification Advisory Panel

- (1) **Creation:** A Beautification Advisory Panel of five (5) members is created with whom the Building Official has the ability, but not the responsibility, to confer regarding matters being considered for referral to the Administrative Court, or otherwise, at his non-mandatory discretion and by such means of communication as he may choose.
- (2) **Membership:** The Beautification Advisory Panel members shall serve without compensation and solely in an advisory capacity. Five (5) members shall be appointed by the City Council, with each City Council representative appointing one (1) member. City Council members shall name their appointed member by written communication to the Mayor by no later than the deadline for such appointments communicated by the Mayor to the City Council

following the effective date of **the Ordinance creating this Article**. Should any City Council member fail to communicate his/her appointment to the Mayor by the stated deadline, the Mayor may appoint a person to fill that position.

- (3) **Terms:** Members of the Beautification Advisory Panel shall serve terms coterminous with the then-current term of their appointing City Council representative or Mayor. Members may be reappointed in the same manner as their original appointment, with any vacancy being filled in the same manner.

Section 2-304. – Docket Clerk.

- (a) **Designation:** A Docket Clerk shall be designated by the City to provide clerical and administrative support to the Court.
- (b) **Duties:** The duties of the Docket Clerk shall include, but are not limited to:
 - (1) Maintaining the official docket and case files for the Court.
 - (2) Scheduling hearing dates and times in coordination with the Administrative Judge.
 - (3) Issuing and serving all **Court** notices required by law, **not otherwise served by the Building Official**, adhering to the notice requirements set forth in La. R.S. **13:2575**.
 - (4) Receiving and filing all documents, evidence, and pleadings submitted by the City or property owners.
 - (5) Drafting and issuing subpoenas as directed by the Administrative Judge.
 - (6) Transmitting final Orders and Judgments to the property owner.
 - (7) Recording Judgments and Liens in the Mortgage Records of the Webster Parish Clerk of Court.

Section 2-305. – Court Security.

- (a) **Designation:** The Ward 1 Marshal is hereby authorized to serve as the Bailiff for the Court.
- (b) **Duties:** The Bailiff shall attend all sessions of the Court to maintain order, ensure the safety of the Administrative Judge and all participants, and execute the orders of the Administrative Judge regarding courtroom conduct.

Section 2-306. – Initiation of Proceedings.

Proceedings before the Court shall be initiated by the filing of a "Petition for Adjudication" or similar charging document by the Building Official with the Docket Clerk. This document shall specify the nature of the violation, the location of the property, and the specific ordinance(s) alleged to be violated.

Section 2-307. – Notice of Hearing.

- (a) **Service of Notice of Hearing:** Service **by the Building Official of a Notice of Violation and/or Required Appearance at Hearing** shall be made in accordance with **the requirements and timeframes of La. R.S. 13:2575.D.(1) and (2)**. The Notice shall be sent by certified mail to the address of the property owner as listed in the assessor's records or otherwise determined, or by personal service. **The Notice shall state the time, date, and location of the hearing, and the alleged violation(s) of city ordinances or state statues.**
- (b) **Timeframe:** The hearing date **of D(1) cases** shall be scheduled no less than fifteen (15) days after the date of **mailing of the Notice of Violation and/or Required Appearance**

at Hearing to the property owner, with the date of postmark deemed to be the date of delivery. The hearing date of D(2) cases shall be scheduled no less than thirty (30) days after service of the Notice of Violation and/or Required Appearance at Hearing by mail or personal service to the property owner and to each mortgagee of record at the address provided in the recorded mortgage.

Section 2-308. – Conduct of Hearing.

- (a) **Rules of Evidence:** The formal Louisiana Code of Evidence shall not strictly apply; instead, the hearing shall be conducted in accordance with the rules of evidence of the Louisiana Administrative Procedure Act.
- (b) **Rights of Respondent.** The person charged with the violation may present any relevant evidence and testimony at the hearing and may be represented by an attorney at law as he/she may retain.

Section 2-309. – Rules of Procedure.

The Administrative Judge is hereby authorized to adopt, publish, and amend written "Rules of Procedure" governing the administration of the Court, provided such rules are not inconsistent with this Article or State Law.

Section 2-310. – Orders.

Within thirty (30) days, excluding legal holidays, following the conclusion of the hearing, the Administrative Judge shall issue a final written Order stating whether the owner is in violation of state statute or city ordinance as set forth in the Notice of Violation and/or Required Appearance at Hearing.

If a violation is found, the Order shall specify the nature of the violation, the actions required to correct the violation, and a deadline for said correction. The Order shall also state the amount of any fine, civil penalty, fees, or costs assessed. Notice shall be given as provided in La. R.S. 13:2575.F.

Section 2-311. – Penalties and Costs.

- (a) **Fines:** The Administrative Judge has the non-mandatory discretion to assess fines and civil penalties up to \$500 for each violation of the applicable state statutes or city ordinances (which hereby are amended to include the assessment of such fines and civil penalties) cited in the Notice of Violation and/or Required Appearance at Hearing.
- (b) **Costs:** The Administrative Judge has the non-mandatory discretion to assess all costs incurred by the City in the identification and processing of the violation, including but not limited to: hearing costs (the maximum of which shall not exceed those established by the Minden City Court, which are adopted herein by reference), administrative costs, inspection fees, mailing and service costs, curator fees (if required), and any other fees or costs that may be authorized by the City. Any fines, civil penalties, fees, or costs collected shall be allocated as provided by the City.
- (c) **Per Diem:** The Administrative Judge has the non-mandatory discretion in extraordinary cases to order that fines or civil penalties accrue on a per-diem basis until the violation is corrected.

Section 2-312. – Lien and Privilege.

- (a) If the property owner fails to comply with the Order or pay the assessed fines, civil penalties, fees, and costs within the time specified, a copy of the Order shall be filed and recorded in the Mortgage Records of the Webster Parish Clerk of Court by the Docket Clerk.
- (b) Pursuant to La. R.S. 13:2575(C), the recordation of the Order shall constitute a lien and privilege against the land and improvements. This lien shall have the ranking as provided by La. R.S. 9:4821(A)(1).

Section 2-313. – Enforcement.

- (a) The City may enforce the lien and collect the fines, **civil penalties, fees, and costs, as provided in La. R.S. 13:2575 and 13:2576.**

Section 2-314. – Right of Appeal.

- (a) Any person aggrieved by a final Order of the Administrative Court may appeal the decision to the 26th Judicial District Court for the Parish of Webster.
- (b) **Timeframe:** Such appeal must be filed within thirty (30) days of the date of the Administrative Judge’s written Order, pursuant to **La. R.S. 13:2575(H).**

BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held to be invalid, illegal, or unconstitutional, the remainder of this Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict with the ordinance are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be binding and shall become effective thirty (30) days after the first publication in the official journal of the City of Minden.

BE IT FURTHER ORDAINED that it is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Minden, Louisiana, and the sections of this ordinance may be numbered to accomplish such intention.

PASSED AND ADOPTED by the Council of the City of Minden on this ____ day of _____ 2026, by the following vote and upon motion and second of _____ and _____, respectively:

AYE(S):

NAY(S):

ABSENCE(S):

ABSTENTION(S):

Nicholas A. Cox, Mayor

ATTEST:

Melaney Langford, City Clerk



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Authority for Mayor Cox to Enter into a Sports Tourism Services Agreement Between the City of Minden and Airstream Ventures

Discussion:

Suggested Wording of Motion:

"I move to authorize Mayor Cox to Enter into a Sports Tourism Services Agreement Between the City of Minden and Airstream Ventures, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

SPORTS TOURISM SERVICES AGREEMENT

This Sports Tourism Services Agreement ("Agreement") is entered into as of _____, by and between **City of Minden, Louisiana**, a political subdivision of the State of Louisiana ("City"), and **Airstream Ventures**, a for profit entity with its principal place of business in Jacksonville, FL ("Contractor").

The City and Contractor may be referred to individually as a "Party" and collectively as the "Parties."

1. AUTHORITY

This Agreement is entered into pursuant to the authority granted to the City under the laws of the State of Louisiana and applicable actions of the Mayor and City Council. The City represents that all required approvals have been obtained to execute this Agreement.

2. PURPOSE

The purpose of this Agreement is to engage Contractor to provide professional sports tourism and event management services for **City-approved events**, with the objective of increasing visitation, event quality, and event-related economic activity within the City.

3. SCOPE OF SERVICES

3.1 Covered Events

Contractor shall provide services only for events expressly approved by the City in writing ("Covered Events"). Covered Events shall generally include weekend or special sports tourism events held at City facilities or other City-approved venues.

Routine Parks and Recreation programming occurring Monday through Thursday shall remain under City control and is excluded from this Agreement.

3.2 Services Provided

For Covered Events only, Contractor may provide:

- Sports Tourism strategy, planning, and implementation
- Marketing, branding, advertising, and promotional campaigns
- Event development, operational support, and destination programming

- Coordination with tourism, hospitality, and economic stakeholders
- Advisory and consulting services related to tourism growth

Contractor shall coordinate scheduling and operations with the City's Parks and Recreation Department and comply with all applicable City policies and procedures.

3.3 Authority Limitations

Contractor shall not:

- Bind the City to any agreement or obligation
- Represent itself as having authority to act on behalf of the City
- Incur expenses beyond approved limits
- Execute contracts, sponsorships, or agreements on behalf of the City

4. TERM AND CITY RENEWAL

A. Initial Term: This Agreement shall have an initial term of **three (3) years**, commencing on March 1, 2026, and terminating at midnight on February 28, 2029.

B. Optional Renewal by City: At the sole discretion of the City, this Agreement may be renewed for up to five successive one-year terms. Any such renewal shall be effective only if:

1. The City provides written notice of its intent to renew this Agreement to the Contractor for the next successive one-year term at least sixty (60) days prior to the expiration of the then-current term;
2. All terms, scope of services, and compensation remain identical to the Initial Term, unless modified by amendment agreed to by City and Contractor, as set forth in writing in the notice of intent to renew provided by City;
3. The renewal is authorized by the Mayor after City Council approval by Resolution and agreed by Contractor by signed acknowledgment and return of the written notice of intent to renew provided by City.
4. Funds for the renewal term have been duly appropriated by the City Council.

C. No Automatic Renewal

1. There shall be no automatic renewal of this Agreement. Under no circumstances shall the City's failure to provide any notice of non-renewal, which Contractor acknowledges is not required by City, or any continued performance of services by

Contractor after the expiration of a term of this Agreement, unless specifically agreed to in writing by City as hereinafter provided, be construed as a renewal of this Agreement.

2. Upon expiration of this Agreement, all obligations of the City to Contractor under this Agreement shall cease without penalty, except for (a) payment for services properly rendered by Contractor through the date of termination , and (b) payment for services by Contractor agreed to by City pre-termination to be performed at a date post-termination and are properly rendered at the post-termination date.

5. COMPENSATION

5.1 Monthly Service Fee

The City shall pay Contractor a flat service fee of **Five Thousand Dollars (\$5,000.00) per month**, payable monthly upon receipt of invoice, subject to appropriation.

5.2 Special Event Fee

For management of the Dixie Youth World Series Event in 2027, Contractor shall receive a one-time fee of **Twelve Thousand Dollars (\$12,000.00)**, payable one (1) month prior to the event.

6. EXPENSE CONTROLS AND REIMBURSEMENT

6.1 Pre-Approved Expense Categories

The City pre-approves reimbursement for the following categories related to Covered Events:

- Field preparation and lining
- Event signage and temporary materials
- Permits and event-specific operational costs

6.2 Monthly Expense Cap

Contractor may incur reimbursable expenses up to **Two Thousand Five Hundred Dollars (\$2,500.00) per month** without prior approval, provided such expenses fall within approved categories and are properly documented.

6.3 Approval Threshold

Any single expense or cumulative monthly expenses exceeding **\$2,500.00** require prior written approval from the City.

6.4 Documentation

All reimbursable expenses shall be submitted monthly with reasonable supporting documentation. Expenses not approved or properly documented shall not be reimbursed.

7. EVENT-BASED PROFIT SHARING (PERFORMANCE INCENTIVE)

7.1 Eligibility

Contractor shall be eligible to receive incentive compensation **only for Covered Events directly managed by Contractor.**

No incentive compensation shall be paid for:

- General tourism activity
- Tax collections
- Events not managed by Contractor

7.2 Net Event Profit

For each Covered Event, **Net Event Profit** shall equal:

Event-specific revenues generated by the Covered Event
minus

Direct, documented event-specific costs

Event-specific revenues may include:

- Entry or registration fees
- Sponsorships secured for the event
- Vendor fees directly attributable to the event

If a Covered Event does not generate a net profit, **no incentive compensation shall be owed.**

7.3 Incentive Rate

Contractor shall receive **ten percent (10%) of Net Event Profit** for profitable Covered Events.

7.4 Payment Timing

Incentive compensation shall be calculated and paid within **sixty (60) days** following completion and reconciliation of the applicable Covered Event.

8. RECORDS AND AUDIT

Contractor shall maintain event-specific financial records related to Covered Events for a period of three (3) years. The City may audit such records upon reasonable notice for purposes of verifying expenses and incentive compensation.

9. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Nothing herein shall be construed to create an employment relationship, partnership, or joint venture.

10. INSURANCE

Contractor shall maintain Commercial General Liability insurance with limits of not less than **\$1,000,000 per occurrence** and shall name the City as an additional insured. Proof of insurance shall be provided annually.

11. INDEMNIFICATION

To the extent permitted by Louisiana law, Contractor shall indemnify and hold harmless the City from claims arising from Contractor's negligent acts or omissions.

12. TERMINATION

12.1 For Convenience

Either Party may terminate this Agreement upon **ninety (90) days' written notice**.

12.2 For Cause

Termination for cause requires written notice and a **thirty (30) day opportunity to cure**.

Termination shall not affect Contractor's right to compensation earned prior to termination.

13. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Louisiana. Venue shall lie in Webster Parish, Louisiana.

14. ENTIRE AGREEMENT


This Agreement constitutes the entire agreement between the Parties and may be amended only by written agreement signed by both Parties.

SIGNATURES

CITY OF MINDEN, LOUISIANA

By: _____
Name: _____
Title: _____
Date: _____

AIRSTREAM VENTURES

By:  _____
Name: Alan Verlander
Title: CEO
Date: 3/9/26





Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Authority for Mayor Cox to Execute a Deed for Donation to City of Minden of Two (2) Tracts of Land for Lift Station Improvements and Retainage of an Access & Utility Servitude

Discussion:

Suggested Wording of Motion:

"I move to authorize Mayor Cox to execute a Deed for Donation to City of Minden of Two (2) Tracts of Land for Lift Station Improvements and Retainage of an Access & Utility Servitude, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

DONATION TO CITY OF MINDEN OF TWO (2) TRACTS OF LAND

FOR LIFT STATION IMPROVEMENTS

AND

RETAINAGE OF AN ACCESS & UTILITY SERVITUDE

STATE OF LOUISIANA

PARISH OF WEBSTER

BEFORE ME, the undersigned Notaries Public, duly commissioned and qualified within and for the State and County/Parish as indicated, and in the presence of the undersigned competent witnesses, came and appeared:

SDS LAND HOLDINGS COMPANY L.P., an Oklahoma Limited Partnership, whose general Partner is Sybil Inc., represented by William C. Southmayd, Jr., President, whose mailing address is P.O. Box 921, Kemah, Texas 77565, a 50% owner of the subject lands, along with

CLAIRMOOR L.L.C., a Louisiana Limited Liability Company, represented by Cynthia M. Farr and William Drake Moore, its duly authorized Managers, whose mailing address is 83 Tyler Drive, Santa Rosa Beach, Florida 32459, a 50% owner of the subject lands, hereinafter referred to as "Owners"; and

CITY OF MINDEN, LOUISIANA, a municipal corporation and political subdivision of the State of Louisiana, whose address is 520 Broadway, Minden, LA 71055, appearing herein through Nicholas A. Cox, its duly authority Mayor, hereinafter referred to as "Minden",

who did covenant and agree as follows:

WITNESSETH

1. Conveyances by Owners. Owners, subject to the terms, conditions, limitations, and reservations stated herein, in consideration of the public benefit generally given and received for the Robertson Lift Station improvements project by Minden, hereby donates and grants for public use for the purposes hereinafter set forth, Owners' rights to two tracts of land, hereinafter referred to as Tract A and Tract B:
 - A. Full and perfect ownership, subject to the reservation of all mineral rights by Owners, of a 0.500 acre parcel of land situated in the SW ¼ of the SE ¼ of Section 29, Township 19 North, Range 9 West, Northwestern Land District, Webster Parish, Louisiana, more particularly described as **Tract A** on the attached Exhibit I and shown on the survey plat attached as Exhibit II.
 - B. Full and perfect ownership, subject to the reservation of all mineral rights by Owners and a reservation of an Access Servitude, over, across, and through a 0.271 acre parcel of land situated in the SW ¼ of the SE ¼ of Section 29, Township 19 North, Range 9 West, Northwestern Land District, Webster Parish, Louisiana, more particularly

described as **Tract B** on the attached Exhibit I and shown on the survey plat attached as Exhibit II.

2. Retainage by Owners. Owners shall retain an Access Servitude across Tract B, as depicted on the attached Exhibit I and shown on the survey plat attached as Exhibit II.
3. Mutual Indemnity. With respect to Tract B and the Access Servitude, Owners and Minden each agree to indemnify, defend, and hold harmless the other, its officers, agents, employees, and representatives, from and against any and all claims, demands, damages, liabilities, losses, and expenses, including reasonable attorney fees, but only to the extent caused by the negligence or intentional misconduct of the indemnifying party, its officers, agents, employees, contractors, or representatives.
Notwithstanding the foregoing, Owners shall not be responsible or liable for damage to any lift station, pipeline, or related underground infrastructure located within the servitude area unless such damage is caused by the negligent or intentional acts of Owners. Minden shall be responsible for the proper installation, identification, and maintenance of its facilities within the servitude area.
4. Acceptance. And now, Minden accepts the conveyances by donation herein made to it for itself, its successors and assigns, and acknowledges due delivery and possession of the full and perfect ownership of Tract A and Tract B, both subject to the reservation of all mineral rights by Owners, along with an Access Servitude retained by the Owners on Tract B.
5. Succession. This instrument shall be binding upon and shall inure to the benefit of and be enforceable by the parties hereto and their respective heirs, successors and assigns.

(SIGNATURE PAGES FOLLOW)

**SIGNATURE PAGE TO DONATION DEED AND ACCESS & UTILITY SERVITUDE
FROM
CLAIRMOOR L.L.C.
AND
SDS LAND HOLDINGS COMPANY L.P.
TO
CITY OF MINDEN**

STATE OF LOUISIANA

PARISH OF WEBSTER

THUS DONE AND PASSED in the presence of the undersigned competent witnesses and me, Notary, in the Parish of Webster, State of Louisiana, on this _____ day of _____, 2026.

WITNESSES:

CITY OF MINDEN

By: _____
Nicholas A. Cox, Mayor

NOTARY PUBLIC

**SIGNATURE PAGE TO DONATION DEED AND ACCESS & UTILITY SERVITUDE
FROM
CLAIRMOOR L.L.C.
AND
SDS LAND HOLDINGS COMPANY L.P.
TO
CITY OF MINDEN**

STATE OF TEXAS

COUNTY OF _____

THUS DONE AND PASSED in the presence of the undersigned competent witnesses and me, Notary, in the County of _____, State of Texas, on this _____ day of _____, 2026.

**WITNESSES:
L.P.**

**OWNER, SDS LAND HOLDINGS COMPANY
GENERAL PARTNER, SYBIL INC.**

By: _____
William C. Southmayd, Jr., President

NOTARY PUBLIC

**SIGNATURE PAGE TO DONATION DEED AND ACCESS & UTILITY SERVITUDE
FROM
CLAIRMOOR L.L.C.
AND
SDS LAND HOLDINGS COMPANY L.P.
TO
CITY OF MINDEN**

STATE OF FLORIDA

COUNTY OF _____

THUS DONE AND PASSED in the presence of the undersigned competent witnesses and me, Notary, in the County of _____, State of Florida, on this _____ day of _____, 2026.

WITNESSES:

OWNER, CLAIRMOOR L.L.C.

By: _____
Cynthia M. Farr, Manager

NOTARY PUBLIC

**SIGNATURE PAGE TO DONATION DEED AND ACCESS & UTILITY SERVITUDE
FROM
CLAIRMOOR L.L.C.
AND
SDS LAND HOLDINGS COMPANY L.P.
TO
CITY OF MINDEN**

STATE OF TEXAS

COUNTY OF _____

THUS DONE AND PASSED in the presence of the undersigned competent witnesses and me, Notary, in the County of _____, State of Texas, on this _____ day of _____, 2026.

WITNESSES:

OWNER, CLAIRMOOR L.L.C.

By: _____
William Drake Moore, Manager

NOTARY PUBLIC



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Condemned Property - 704 Cherry Street (District A) - Nicole Stewart

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."

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: None
AYE(s): None
ABSENCE(s):

SECOND:None
NAY(s): None
ABSTENTION(s): None



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

March 23, 2026

CERTIFIED MAIL 9589 0710 5270 2542 6272 92

Nicole Stewart
508 Joel St.
Minden, LA 71055

To whom it may concern:

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

Legal Description: LOTS #1 & 2 BLK. "S", J. M. BROWN ADDN.

The above property has the municipal address of **704 Cherry Street.**

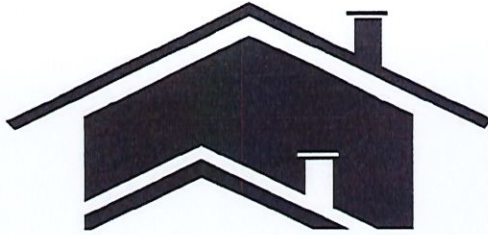
**Property Owner: Nicole Stewart
508 Joel St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **6th day of April 2026, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Jimbo Yocom
City Attorney

cc: Mayor Cox
Building Official
City Council



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

March 30, 2026

704 Cherry St – Nicole Stewart

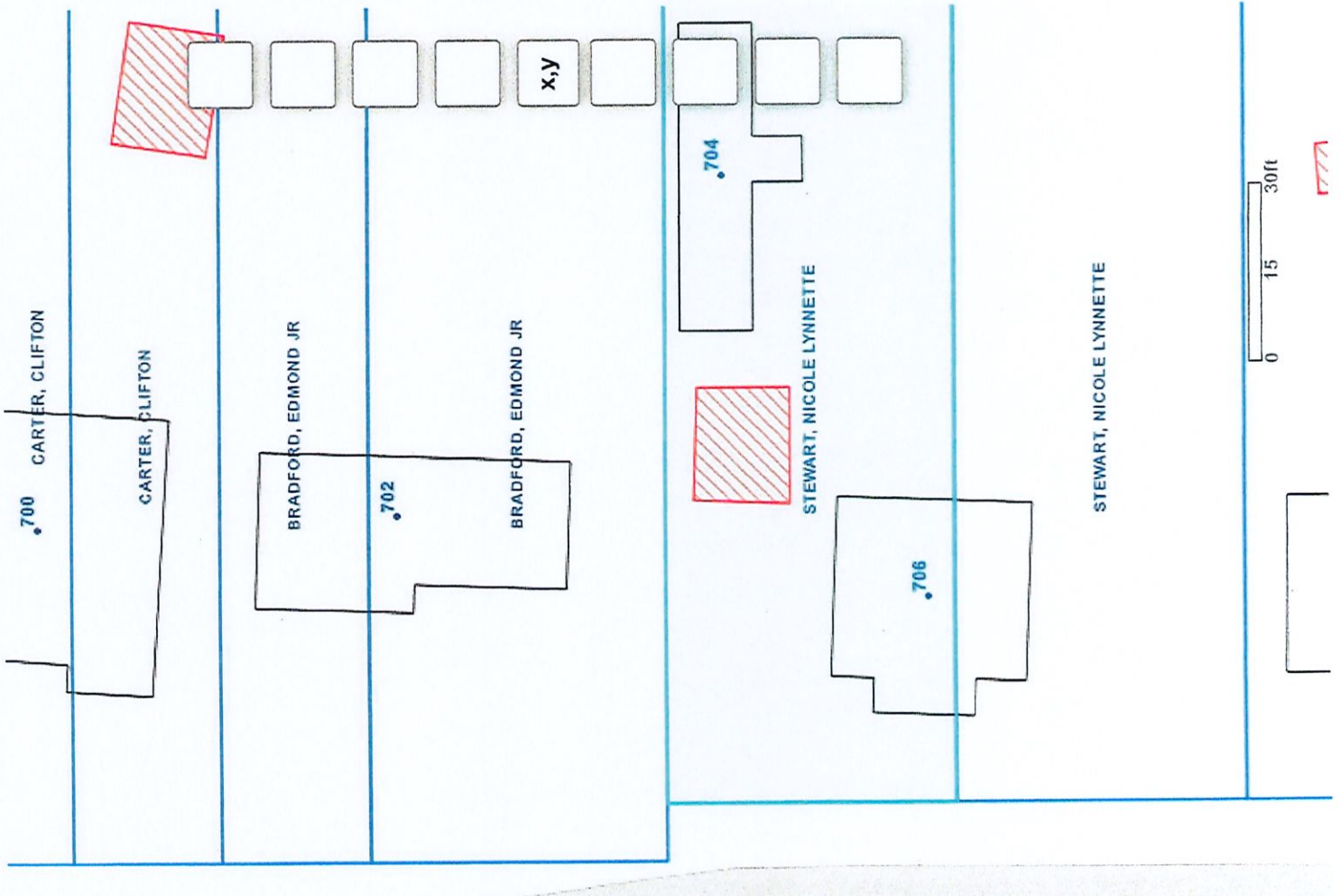
District A

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

A handwritten signature in blue ink, appearing to read "R. P. [unclear]".



704 Cherry St. 3/30/26



Cherry St

Parcels
STEWART,
NICOLE
LYNNETTE

Owner Name: STEWART, NICOLE LYNNETTE
 Physical Address:
 Parcel Number: 110386
 Subdivision: BROWN, J. M. ADDN
 PIN: S41500100S
 Section: 27
 Township / Range: T19N/R09W Sec 27
 Quarter Quarter:
 Parcel ID: 001
 Map Number: 27190909
 Legal Description: LOTS #1 & 2 BLK. S, J. M. BROWN ADDN.
 Assessed Value: 4340.00000000
 Sale Price: 779.51000000

Close Export

Webster Parish Assessor 2026 Assessment Listing

Parcel#

110386

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=110386)

Primary Owner

STEWART, NICOLE LYNNETTE

Mailing Address

508 JOEL ST
MINDEN LA 71055

Ward

1-MN

Type

REAL ESTATE

Legal

LOTS #1 & 2 BLK. "S", J. M. BROWN ADDN.

Physical Address

706 CHERRY ST
704 CHERRY ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	220	2,200	2.00	0
CITY RESIDENCE	3,590	35,900	1.00	0
MOBILE HOME (CITY)	530	5,300	1.00	0
TOTAL	4,340	43,400	4.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
602259	TAX SALE, PARISH	5/15/2023	780		
499509	CANCELLATION, BOND FOR DEED	10/25/2007	0	1051	326
499454	CASH SALE, MARKET	10/23/2007	10,000	1051	217
498739	BOND FOR DEED	9/20/2007	0	1049	297

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To	Address
NO	STEWART, NICOLE LYNNETTE	YES	100.0000	100.0000	05/15/2023		
NO	GREEN, DARLENE MILDRED PICKENS, EST	YES	100.0000	100.0000	10/23/2007	05/15/2023	
NO	CARTER, JOHNIE SUE	YES	100.0000	100.0000	02/13/2006	10/23/2007	

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 3/23/2026

Address 704 Cherry St Zone R3

Owner Nicole Stewart Agent _____

Owner's Address 508 Joel St. Minden La 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					
Room Sizes					<i>Mobile Home Abandoned and in Very Bad Condition for Many Years...</i>
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
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					
Mechanical Ventilation	X				
Heating Equipment	X				
Gas Piping	X				
Plumbing Fixtures	X				
Hot & Cold Water Dist. System	X				
Water Heater	X				
Free of Infestations				X	

Condition of Building Indicates: Conserve Rehabilitate Demolish



Building Official



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Condemned Property - 716 East Street (District A) - Rodell Bailey Estate

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."

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: None
AYE(s): None
ABSENCE(s):

SECOND:None
NAY(s): None
ABSTENTION(s): None



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

March 23, 2026

CERTIFIED MAIL 9589 0710 5270 2542 6272 09

Rodell Bailey Est.
c/o Gloria T. Timmons
P.O. Box 1462
Minden, LA 71058

To whom it may concern:

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

Legal Description: LOT #14, BLK. A, J. R. MOORE ADDN.

The above property has the municipal address of **716 East Street.**

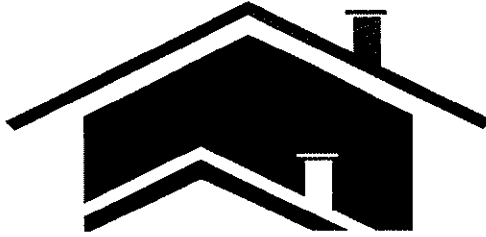
**Property Owner: Rodell Bailey Est.
c/o Gloria T. Timmons
P.O. Box 1462
Minden, LA 71058**

You are further notified to show just cause at the City Council meeting on the **6th day of April 2026, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Jimbo Yocom
City Attorney

cc: Mayor Cox
Building Official
City Council



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

March 30, 2026

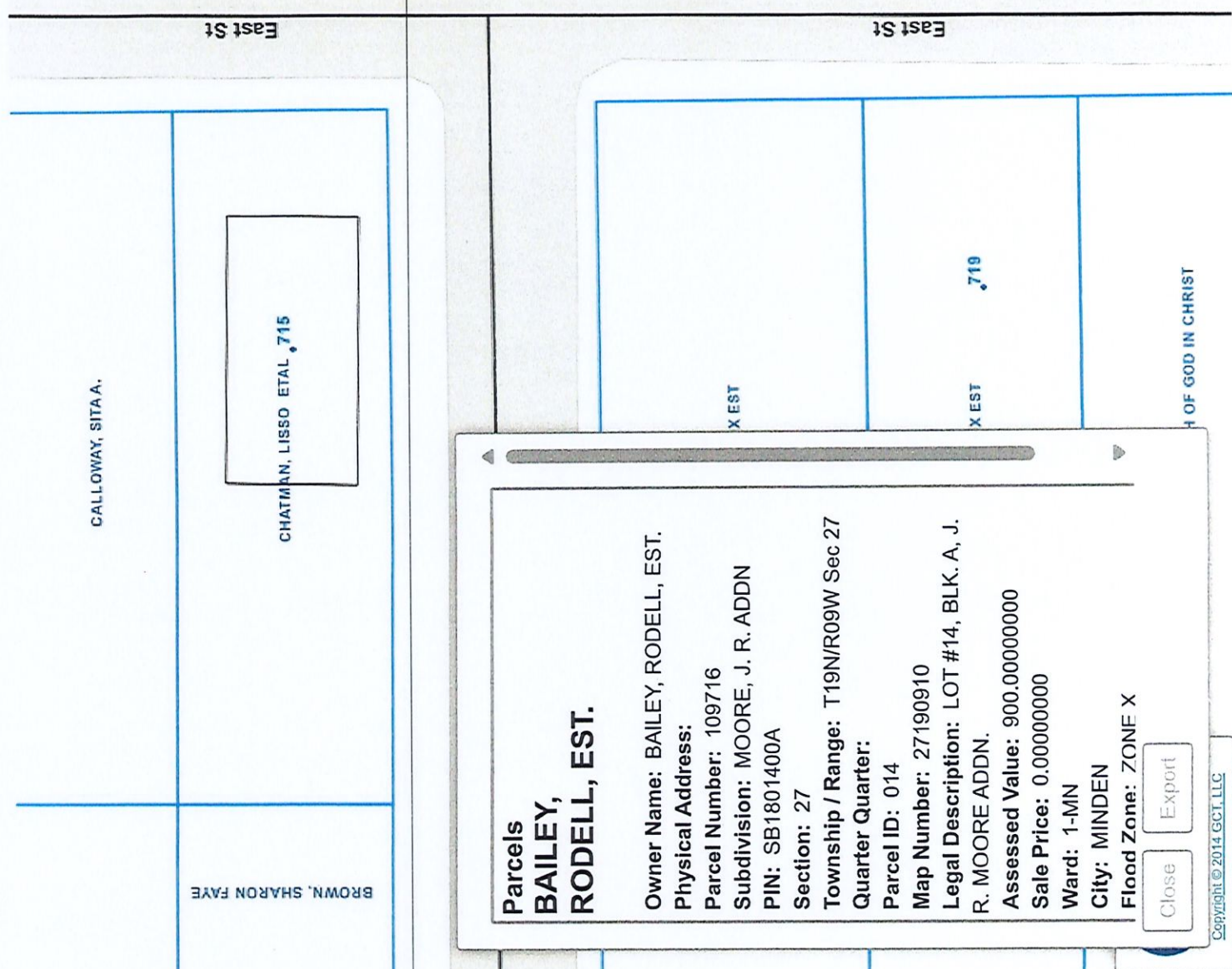
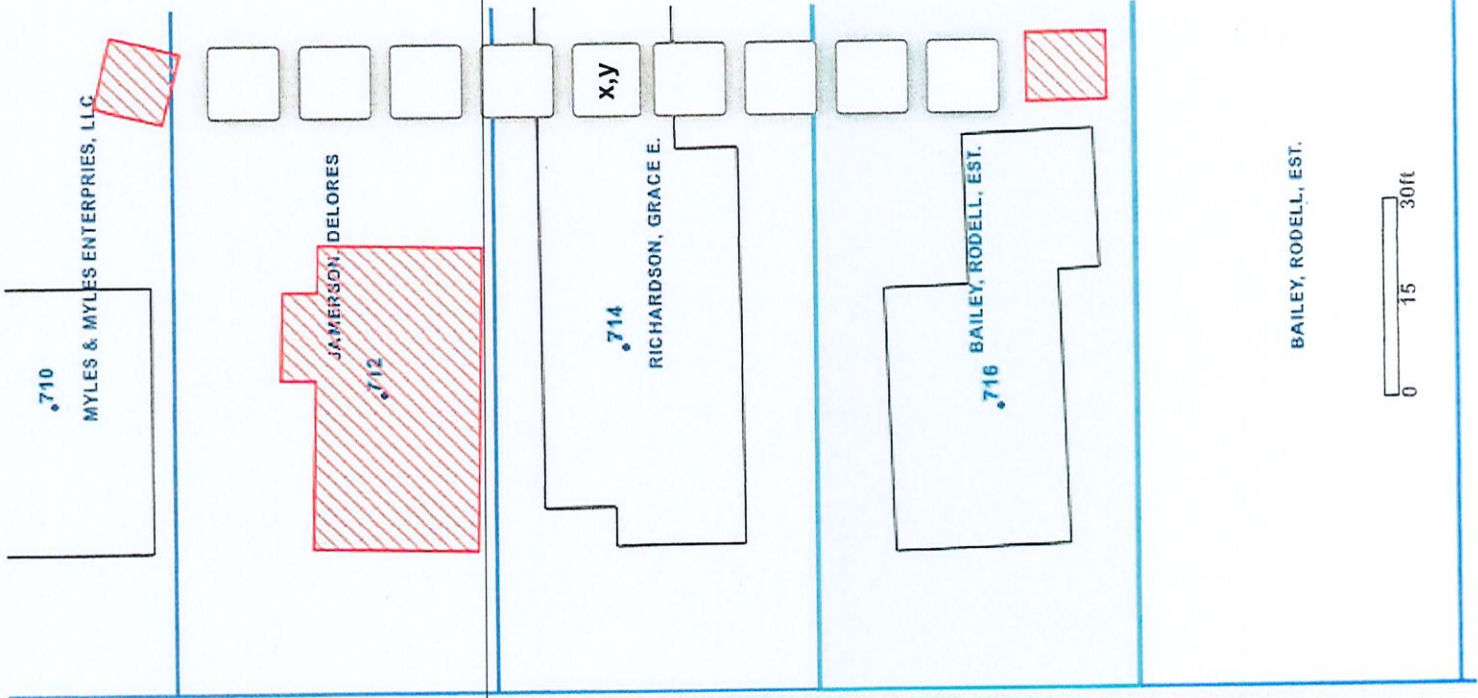
716 East St. – Rodell Bailey Est. c/o Gloria Timmons

District A

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



716 East St. 3/30/26



Parcels
BAILEY, RODELL, EST.

Owner Name: BAILEY, RODELL, EST.
 Physical Address:
 Parcel Number: 109716
 Subdivision: MOORE, J. R. ADDN
 PIN: SB1801400A
 Section: 27
 Township / Range: T19N/R09W Sec 27
 Quarter Quarter:
 Parcel ID: 014
 Map Number: 27190910
 Legal Description: LOT #14, BLK. A, J. R. MOORE ADDN.
 Assessed Value: 900.00000000
 Sale Price: 0.00000000
 Ward: 1-MN
 City: MINDEN
 Flood Zone: ZONE X

Close Export

Copyright © 2014 GCT, LLC

Webster Parish Assessor 2026 Assessment Listing

Parcel#

109716

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=109716)

Primary Owner

BAILEY, RODELL, EST.

Mailing Address

C/O GLORIA T. TIMMONS
P O BOX 1462
MINDEN LA 71058-1462

Ward

1-MN

Type

REAL ESTATE

Legal

LOT #14, BLK. A, J. R. MOORE ADDN.

Physical Address

716 EAST ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY RESIDENCE	790	7,900	1.00	0
CITY LOTS	110	1,100	1.00	0
TOTAL	900	9,000	2.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
473008	JUDG OF POSS	9/14/2004	0	979	401

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To Address
NO	BAILEY, RODELL, EST.	YES	20.0000	100.0000	2/13/2006	
NO	HOOD, MARY HELEN BAILEY, EST.	NO	20.0000	0.0000	2/13/2006	
NO	BAILEY, BOBBIE JOE, EST.	NO	20.0000	0.0000	2/13/2006	
NO	GERMANY, PASHALA CHANTAI BAILEY	NO	10.0000	0.0000	2/13/2006	
NO	THOMPSON, GLORIA	NO	5.0000	0.0000	2/13/2006	
NO	GRIGSBY, LESSIE	NO	5.0000	0.0000	2/13/2006	
NO	BRADLEY, DONALD, EST.	NO	5.0000	0.0000	2/13/2006	
NO	BRADLEY, RONALD	NO	5.0000	0.0000	2/13/2006	
NO	BAILEY, BURRON TOMMEZ	NO	10.0000	0.0000	9/14/2004	

Privacy - Terms

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 3/23/2026

Address 716 East St. Zone R3

Owner Rodell Bailey Est. c/o Gloria T. Timmons Agent _____

Owner's Address P.O.Box 1462 Minden, La 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				<i>Roof has fallen in</i>
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
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					
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

B. Cooley

Building Official



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Condemned Property - 319 Pershing Street (District A) - Fannie Morris/Webster Parish Police Jury

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."

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: None
AYE(s): None
ABSENCE(s):

SECOND:None
NAY(s): None
ABSTENTION(s): None



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

March 23, 2026

CERTIFIED MAIL 9589 0710 5270 2542 6272 61

Fannie Morris
319 Pershing St.
Minden, LA 71055

To whom it may concern:

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

Legal Description: LOTS #5, 6 & EAST 30 FT. OF LOT #4, BLK. "R", ROSEDALE SUBDIV.

The above property has the municipal address of **319 Pershing Street.**

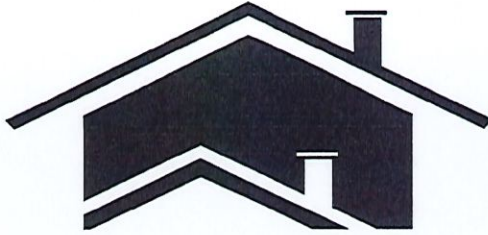
**Property Owner: Fannie Morris
319 Pershing St.
Minden, LA 71055**

You are further notified to show just cause at the City Council meeting on the **6th day of April 2026, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Jimbo Yocom
City Attorney

cc: Mayor Cox
Building Official
City Council



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

March 30, 2026

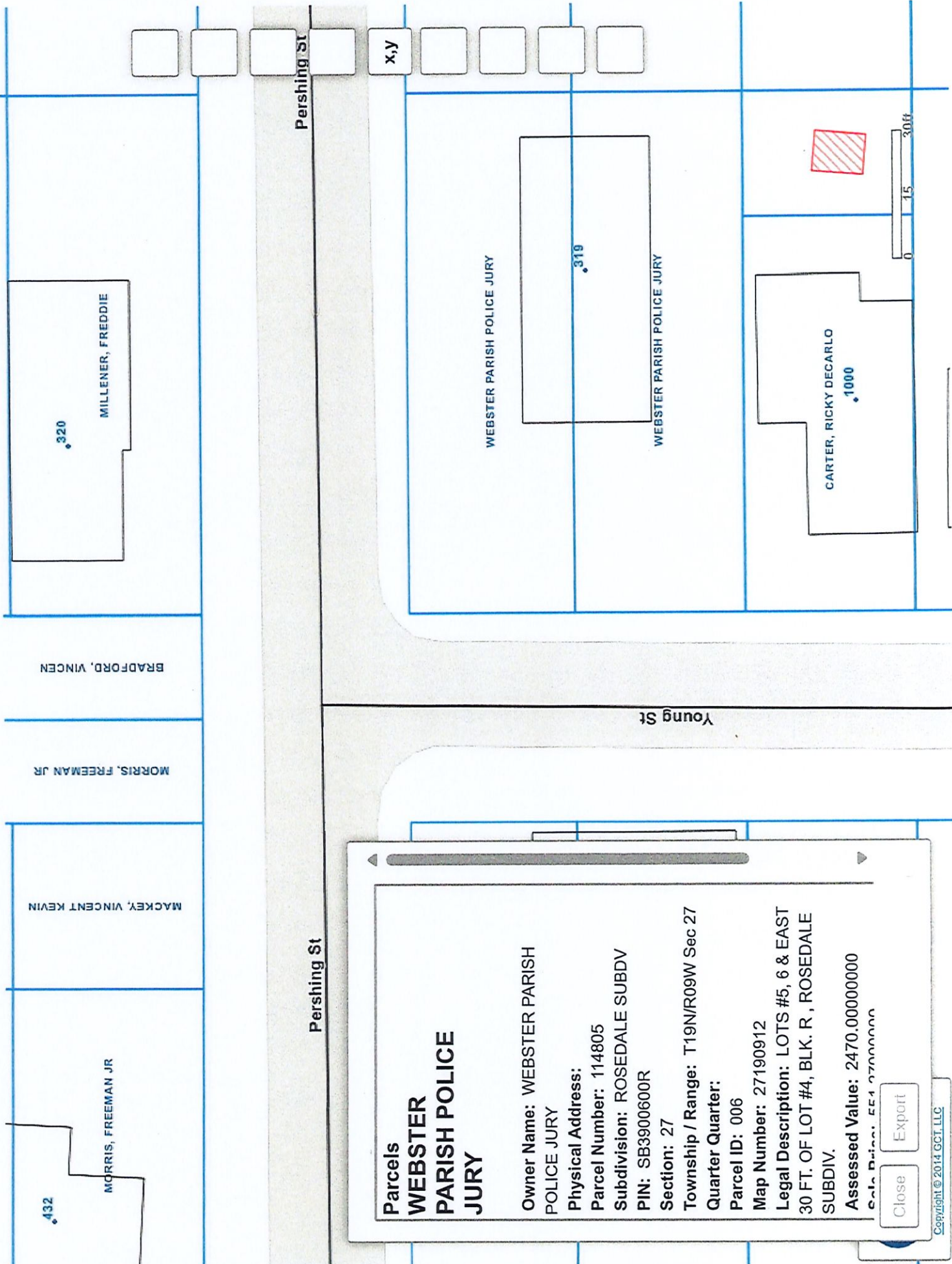
319 Pershing St. – Fannie Morris / Adjudicated to Webster Parish

District ~~B~~ A

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



319 Pershing St. 3/30/26



Parcels
WEBSTER PARISH POLICE JURY

Owner Name: WEBSTER PARISH POLICE JURY
 Physical Address:
 Parcel Number: 114805
 Subdivision: ROSEDALE SUBDV
 PIN: SB3900600R
 Section: 27
 Township / Range: T19N/R09W Sec 27
 Quarter Quarter:
 Parcel ID: 006
 Map Number: 27190912
 Legal Description: LOTS #5, 6 & EAST 30 FT. OF LOT #4, BLK. R., ROSEDALE SUBDIV.
 Assessed Value: 2470.00000000
 Sale Price: 554 07000000

Close Export

Webster Parish Assessor 2026 Assessment Listing

Parcel#

114805

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=114805)

Primary Owner

WEBSTER PARISH POLICE JURY

Mailing Address

401 MAIN ST
MINDEN LA 71055

Ward

1-MN

Type

ADJUDICATED

Legal

LOTS #5, 6 & EAST 30 FT. OF LOT #4, BLK. "R", ROSEDALE SUBDIV.

Physical Address

319 PERSHING ST

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY LOTS	390	3,900	3.00	0
CITY RESIDENCE	2,080	20,800	1.00	0
TOTAL	2,470	24,700	4.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
607754	TAX SALE, PARISH	5/14/2024	551		
590293	JUDG OF POSS	6/22/2021	0		

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To	Address
NO	WEBSTER PARISH POLICE JURY	YES	100.0000	100.0000	5/14/2024		
NO	THOMAS, RUBY	NO	12.5000	0.0000	6/22/2021	5/14/2024	
NO	LOUIS, JEFFREY WAYNE	NO	12.5000	0.0000	6/22/2021	5/14/2024	
NO	MORRIS, FANNIE MAE	YES	25.0000	100.0000	6/22/2021	5/14/2024	
NO	TAYLOR, ETHREEDRYL	NO	50.0000	0.0000	2/13/2006	5/14/2024	
NO	TAYLOR, LEE V.	YES	50.0000	100.0000	2/13/2006	6/22/2021	

Locations

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 3/23/2026

Address 319 Pershing Zone R3

Owner Fannie Morris Agent _____

Owner's Address 319 Pershing St. Minden, LA 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				<i>Property has been adjudicated to Webster Parish.</i>
Roof Rafters & Sheathing	X				
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					<i>Severely dilapidated</i>
Ceiling Joist	X				
Partitions	X				<i>and DANGEROUS ...</i>
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
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

[Signature]

Building Official



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Condemned Property - 114, 116 & 118 N. Talton Street (District B) - Alice Day Jones

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."

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: None
AYE(s): None
ABSENCE(s):

SECOND:None
NAY(s): None
ABSTENTION(s): None



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

March 23, 2026

CERTIFIED MAIL 9589 0710 5270 2542 6272 85

Alice Jones
1035 Cerritos Ave.
Long Beach, CA 90813

To whom it may concern:

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

Legal Description: LOT #2 OF SUBDIV. OF N/2 OF LOT #4, WARSAW ADDN. IN NW/4 OF NE/4 SEC. 27-19-9 (BEING LOT 60 X 204 FT.)

The above property has the municipal address of **114, 116, & 118 N. Talton Street.**

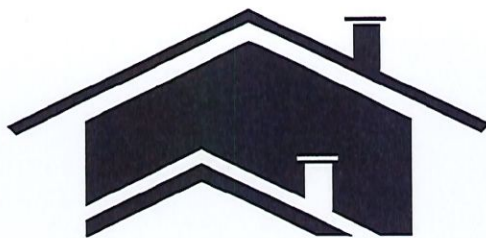
**Property Owner: Alice Jones
1035 Cerritos Ave.
Long Beach, CA 90813**

You are further notified to show just cause at the City Council meeting on the **6th day of April 2026, at 6:00 p.m.** why the building(s) or structure(s) located on the above described property should not be condemned.

Yours truly,

Jimbo Yocom
City Attorney

cc: Mayor Cox
Building Official
City Council



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

March 31, 2026

114, 116, & 118 N. Talton – Alice Day Jones

Parcel #114391

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.



114, 116, & 118 N. Talton St. 3/30/26



114, 116, & 118 N. Talton St. 3/30/26



114, 116, & 118 N. Talton St. 3/30/26



114, 116, & 118 N. Talton St. 3/30/26

Webster Parish Assessor 2026 Assessment Listing

Parcel#

114391

View on Map (https://atlas.geoportalmaps.com/webster_public/q/Parcel?ASSESSNUM=114391)

Primary Owner

JONES, ALICE DAY

Mailing Address

1035 CERRITOS AVE
LONG BEACH CA 90813

Ward

1-MN

Type

REAL ESTATE

Legal

LOT #2 OF SUBDIV. OF N/2 OF LOT #4, WARSAW ADDN. IN NW/4 OF NE/4 SEC. 27-19-9 (BEING LOT 60 X 204 FT.)

Physical Address

114 TALTON ST N

118 TALTON ST N

116 TALTON ST N

Parcel Items

Property Class	Assessed Value	Market Value	Units	Homestead
CITY RESIDENCE	1,230	12,300	1.00	0
CITY LOTS	170	1,700	1.00	0
MISC IMP (CITY)	250	2,500	1.00	0
CITY RESIDENCE	1,520	15,200	1.00	0
TOTAL	3,170	31,700	4.00	0

Deeds

Deed#	Type	Date	Amount	Book	Page
586542	DONATION	12/1/2020	0		
586543	DONATION	12/1/2020	0		
586336	JUDG OF POSS	11/18/2020	0		
483983	CREDIT SALE	12/27/2005	20,687	1007	768
482748	SHERIFF'S SALE CORRECTION	11/7/2005	4,000	1004	450

Ownership History

Homestead?	Name	Primary?	% Ownership	% Tax	From	To	Address
NO	DAY, OBIE LEE, JR EST	NO	20.0000	0.0000	11/18/2020		
NO	JONES, ALICE DAY	YES	60.0000	100.0000	12/1/2020		
NO	WOOLFOLK, JOHNNA	NO	20.0000	0.0000	11/18/2020		

**BUILDING MAINTENANCE INSPECTION REPORT
CITY OF MINDEN**

Date 3/23/2026

Address 114, 116, & 118 N.Talton Minden, LA Zone R3

Owner Alice Jones Agent _____

Owner's Address 1035 Cerritos Ave. Long Beach Ca. 90813 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				<i>All THREE Buildings HAVE BEEN ABANDONED AND SEVERELY DETERIORATED FOR MANY YEARS.</i>
Roof Rafters & Sheathing	X				
Roofing Material & Flashing	X				
Means of Egress	X				
Garbage & Rubbish Storage					
Room Sizes					
Ceiling Heights					
Ceiling Joist	X				
Partitions	X				
Doors & Hardware, Ext. & Int.	X				
Privacy of Bath & Bedrooms	X				
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

B. Coody

Building Official



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Final Plat Approval - Lot Split of Property Owned by Abby and Daniel Monday Located at 612 Germantown Road

Discussion:

Suggested Wording of Motion:

"I move to approve the final plat for the lot split of property owned by Abby and Daniel Monday located at 612 Germantown Road, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

MEMORANDUM

Building & Inspection Department

**TO: MAYOR NICK COX
CITY COUNCIL**

FROM: BRENT COOLEY

DATE: MARCH 18, 2026

SUBJECT: FINAL PLAT APPROVAL – LOT SPLIT ON PROPERTY FOR DANIEL & ABBY MONDAY

Attached please find the application for approval of the final plat for a lot split on property for Daniel & Abby Monday located at 612 Germantown Road. In my opinion, everything appears to be in order for approval of this final plat noting that any legally non-conforming conditions, particularly in regard to utility services tied together or crossing the other tracts, created by this lot split will be the sole responsibility of the property owners.

Will you please add this to the council agenda for April 6, 2026?

The preliminary plan for this lot split was approved by the Minden Planning Commission on March 5th, 2026.

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

Attachments

**PROCEEDINGS OF THE MINDEN PLANNING COMMISSION OF THE CITY OF
MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON
MARCH 5TH, 2026.**

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

Joean McWoodson made a motion to approve the minutes from the January 8th, 2026, meeting as presented. The motion was seconded by Michael Davis and it carried unanimously. Absent: Joey Frye.

(1) **Jitendra Kumar** – Setback variance request on property owned by him located at 1332 Sibley Road. The property is zoned B-4 (Highway Commercial).

The purpose of this setback variance request is for the proposed construction of a 4 story hotel, Hampton Inn & Suites by Hilton, with approximately 80+ guest rooms and an outdoor pool.

Mr. Jitendra Kumar was present to represent his request. Mr. Brent Cooley explained that the proposed development will face north rather than Sibley Road and will share a parking lot with the existing hotel next door, which is also owned by Mr. Kumar. Mr. Cooley further explained that the setback requirement for this zoning district is 20 feet, and the request would allow an exception to reduce the setback to 10 feet. Mr. Cooley stated that the plans have been presented to the City's Public Works Department, the Mayor's Office, and other relevant departments. While some utility lines may need to be relocated, all departments indicated they had no objection to the request. Commissioner Braley Raborn questioned whether the property would require the installation of a sidewalk. Mr. Cooley advised the Commission to include a sidewalk exception as part of the variance request.

With no opposing party present and no written objections received, a motion was made by Braley Raborn to **GRANT** the setback & sidewalk variance request for Jitendra Kumar on property owned by him located at 1332 Sibley Road. The motion was seconded by Michael Davis and it carried unanimously. Absent: Joey Frye.

Everyone was reminded that the decision of the Commission shall be final and shall become effective after a fourteen-day appeal period.

(2) **Jonathan Conway** – Sign variance request on property owned by Ad Sign Services located on Lee Street. The property is zoned B-4 (Highway Commercial).

The purpose of this sign variance request is for the proposed placement of a billboard to advertise his business.

Mr. Jonathan Conway with The Tree Guys and Mr. Chuck Valentine with Ad Sign Services were present to represent Mr. Conways request. They stated the sign would be an estimated size of either 5x8 or 4x8. Mr. Brent Cooley stated that, per City ordinance, off premise advertising is not allowed.

With no opposing party present and no written objections received, a motion was made by Braley Raborn to **GRANT** the variance on property owned by Ad Sign Services located on Lee Street to allow Jonathan Conway with The Tree Guys to place an advertising sign limited to 4x8 foot in size. The motion was seconded by Joean McWoodson and it carried unanimously. Absent: Joey Frye.

Everyone was reminded that the decision of the Commission shall be final and shall become effective after a fourteen-day appeal period.

(3) **Daniel & Abby Monday** – Preliminary approval of a lot split on property owned by them located at 612 Germantown Road.

Mr. Daniel & Abby Monday were present and stated the lot split will correct the legal descriptions to align with the surveyed property.

A motion was made by Braley Raborn to **APPROVE** the preliminary approval of a lot split for the property located at 612 Germantown Road. The motion was seconded by Michael Davis and it carried unanimously. Absent: Joey Frye.

Everyone was reminded that this recommendation will be made to the City Council at the April 6th, 2026, regular session and Council will be final.

During general discussion, Mr. Cooley informed the Commission members of upcoming training that will be conducted at a later date to be determined.

With no other business on the agenda, a motion was made by Michael Davis to adjourn the meeting. The motion was duly seconded by Braley Raborn and it carried unanimously. Absent: Joey Frye.

Morris Busby, Chairperson

**APPLICATION FOR ZONING AMENDMENT
MINDEN PLANNING COMMISSION**

Name and Address of Applicant: Daniel + Abby Monday 612 Germantown Rd Minden LA 71055 Telephone: (318) 564-9537 / (318) 617-0071	Date Received: 2/12/26 Advertised for: 2/18/26 Public Hearing: 2/25/26 3/4/26
--	--

Applicant's Interest in Property (Owner, Agent, Option Holder, etc.) Owner	Name and Address of Property Owner Same
--	--

Legal Description of Property (Attach Additional Sheet If Necessary)

Legal

LOT 531 X 145 X 635 X 114 FT. IN S/2 OF NW/4 OF SW/4 SEC. 14-19-9 & LOT 150 X 434.5 FT. IN NW/4 OF SW/4 SEC. 14-19-9

Street Address of Property 612 Germantown Rd Minden, LA 71055	Present Zoning Classification
	Desired Zoning Classification
	Approved Zoning Classification

Intended Use of Property (Including any improvements to be made)
 Correction for legal description on mortgage

Date Construction will Begin if Rezoning or Variance is Granted:

Attach to this Application:

- **1. Sketch plan showing dimensions of property, relationship to adjacent streets, location of existing and proposed buildings, parking areas, etc. (Plat can be obtained from the Parish Tax Assessor.)
- **2. Listed names and mailing addresses of the owners of ALL property lying within 300 feet of the property proposed for zoning changes.
- ** This information can be obtained from Parish Tax Assessor but please give them at least 24 hrs. notice.
- 3. A check for \$ 100.00 made out to the City of Minden.

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

Abby Monday
 Signature of Applicant

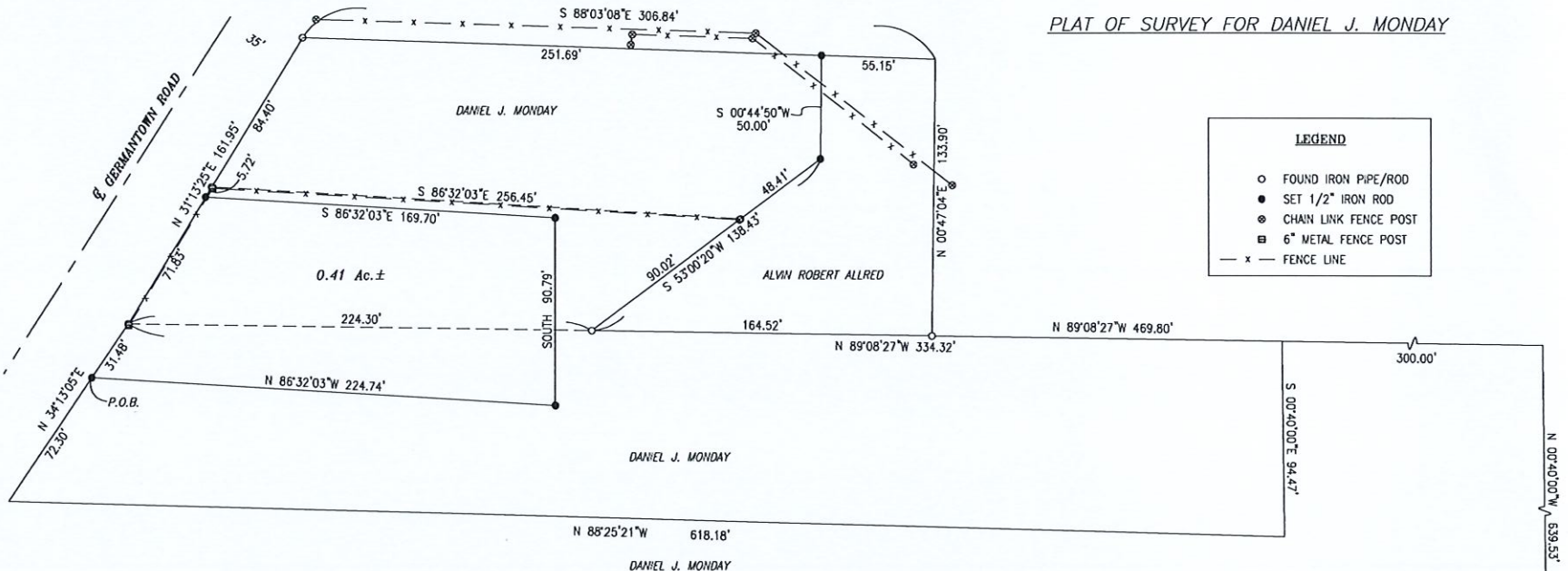
2/12/26
 Date

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

MEETING DATE: 3/5/26

MEETING TIME: 10:00

PLAT OF SURVEY FOR DANIEL J. MONDAY



LEGEND

- FOUND IRON PIPE/ROD
- SET 1/2" IRON ROD
- ⊙ CHAIN LINK FENCE POST
- 6" METAL FENCE POST
- x - FENCE LINE

DESCRIPTIONS:

A 0.41 acre, more or less, tract of land located in the Northwest Quarter of the Southwest Quarter (NW/4 of SW/4), Section 14, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being more particularly described as follows:
 Begin at the Southeast Corner of the Northwest Quarter of the Southwest Quarter, said Section 14, and run North 00 degrees 40 minutes 00 seconds West for a distance of 300.00 feet to a point; thence run North 89 degrees 08 minutes 27 seconds West for a distance of 300.00 feet; thence run South 00 degrees 40 minutes 00 seconds East for a distance of 94.47 feet; thence run North 88 degrees 21 minutes 21 seconds West for a distance of 618.18 feet on the East right of way of Germantown Road, and run along said right of way for the next three (3) calls; thence run North 34 degrees 13 minutes 05 seconds East for a distance of 72.30 feet to a set 1/2 inch iron rod, for the Point of Beginning; thence continue North 34 degrees 13 minutes 05 seconds East for a distance of 31.48 feet to a found 1/2 inch iron pipe; thence run North 31 degrees 13 minutes 25 seconds East for a distance of 71.83 feet to a set 1/2 inch iron rod; thence run South 86 degrees 32 minutes 03 seconds East for a distance of 169.70 feet to a set 1/2 inch iron rod; thence run South for a distance of 90.79 feet to a set 1/2 inch iron rod; thence run North 86 degrees 32 minutes 03 seconds West for a distance of 224.74 feet to the Point of Beginning.

MAY 17, 2023 SCALE: 1" = 50'
 DRAWING #: 23-039J

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

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

This property is located in Flood Zone "X", an area determined to be outside the 0.2% annual chance floodplain.
 Ref. F.I.R.M. Comm. Plan. No. 220237 0320 E. Effective Date: March 02, 2010.

This property is located on a publicly maintained road.
 This property is located within the incorporated limits of Minden, Louisiana.

Bearings from previous surveys by Paul W. Culpepper for Blanche Monday (Landmark Survey No. 12-2700), dated December 13, 2012, for J.E. Patterson (Landmark Survey No. 14-226D), dated October 15, 2014, and for Monday Oilfield Construction (Landmark Survey No. 19-157B), dated September 06, 2019.

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

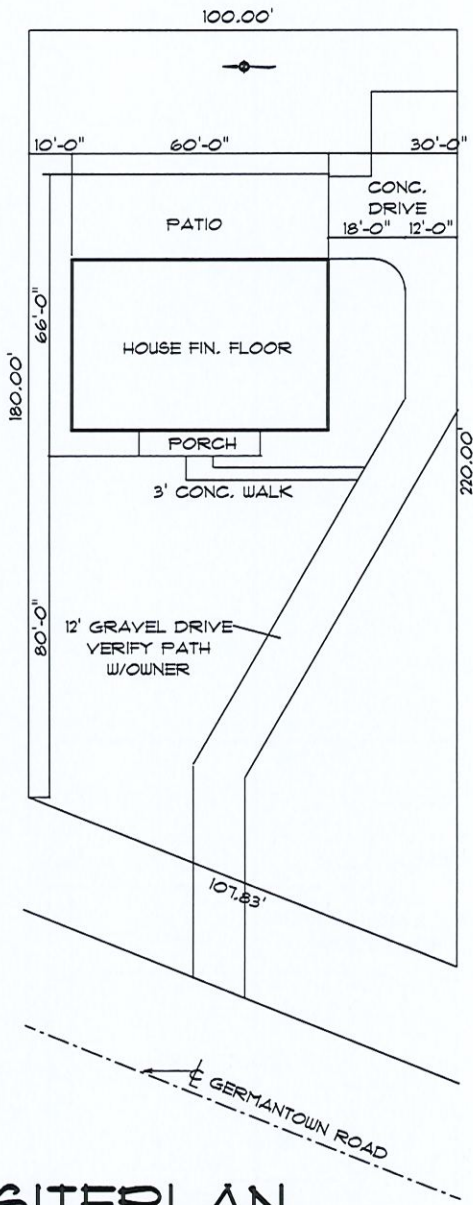
No title research was performed as to servitudes and conveyances that may affect the surveyed property.

Survey based on information provided by owner.



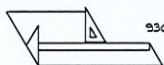
Landmark Land Surveying, Inc.
 114 Pearl St., Minden, Louisiana
 (318) 371-9100 23-039J

LOCATION: 14-19-9
DATE: MAY 17, 2023



SITEPLAN
SCALE: 1" = 20'-0"

NOTES:
 SLOPE FROM HOUSE - MIN. 6" IN 10'



Walker Home Designs LLC
 2300 Mansfield Road, Suite 200
 Shreveport, Louisiana 71118
 PHONE: 337-556-6800
 FAX: 337-556-6801

The Monday Residence
 Germantown Road
 Minden, Louisiana



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Final Plat Approval - Lot Split of Property Owned by Myles-N-Myles Enterprises of Minden, LLC Located at 906 Devereaux Street

Discussion:

Suggested Wording of Motion:

"I move to approve the final plat for the lot split of property owned by Myles-N-Myles Enterprises of Minden, LLC located at 906 Devereaux Street, as presented."

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

MEMORANDUM

Building & Inspection Department

**TO: MAYOR NICK COX
CITY COUNCIL**

FROM: BRENT COOLEY

DATE: APRIL 2, 2026

**SUBJECT: FINAL PLAT APPROVAL – LOT SPLIT ON PROPERTY FOR MYLES-N-
MYLES ENTERPRISES OF MINDEN, LLC.**

Attached please find the application for approval of the final plat for a lot split on property for Myles-N-Myles Enterprises of Minden, LLC. located at 906 Devereaux St.

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

Will you please add this to the council agenda for April 6, 2026?

The preliminary plan for this lot split was approved by the Minden Planning Commission on April 2nd, 2026.

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

Attachments

PROCEEDINGS OF THE MINDEN PLANNING COMMISSION OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON APRIL 2ND, 2026.

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

Joean McWoodson made a motion to approve the minutes from the March 5th, 2026, meeting as presented. The motion was seconded by Joey Frye and it carried unanimously. Absent: Michael Davis.

(1) **Myles-N-Myles Enterprises of Minden, LLC.** – Preliminary approval of a lot split & a zoning change request on property owned by them located at 906 Devereaux Street. The property is zoned B-4 (Highway Commercial).

The purpose of this request is to subdivide the property for multifamily development.

Mr. Carlton Myles was present to represent the request. Mr. Myles clarified that he intends to sell the property and will not be developing on the lot. Ms. Elizabeth Clark, a neighboring property owner, was present in opposition to any future multifamily structures on the property but stated that she was not opposed to a lot split.

A motion was made by Braley Raborn to **APPROVE** the preliminary approval of a lot split & zoning change request to R-5 (Multifamily Residential) on property owned by Myles-N-Myles Enterprises of Minden, LLC. located at 906 Devereaux Street. The motion failed due to lack of a second.

After further discussion, Mr. Myles stated that he would withdraw the zoning change request. A motion was then made by Braley Raborn to **APPROVE** the preliminary approval of a lot split on property owned by Myles-N-Myles Enterprises of Minden, LLC. located at 906 Devereaux Street. The motion was seconded by Joean McWoodson and it carried unanimously. Absent: Michael Davis.

Everyone was reminded that this recommendation will be made to the City Council at the April 6th, 2026, regular session and Council will be final.

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

Morris Busby, Chairperson

APPLICATION FOR APPROVAL OF PRELIMINARY
SUBDIVISION PLAN

Date: 2/20/24

TO: Minden Planning Commission

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

Title of Subdivision: Dixie Heights Addition

Approximate number of acres: 1

Number of lots: 2

Owner of Land: Myles-N-Myles Ent of Minden

Name PO Box 120 Minden, LA 71058

Address 318-990-9463

Phone

Subdivider or Developer: Same as owner


Name

Address

Phone

Location of subdivision: 906 Devereaux St
Minden, LA

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

Signed: 
Subdivider

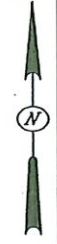
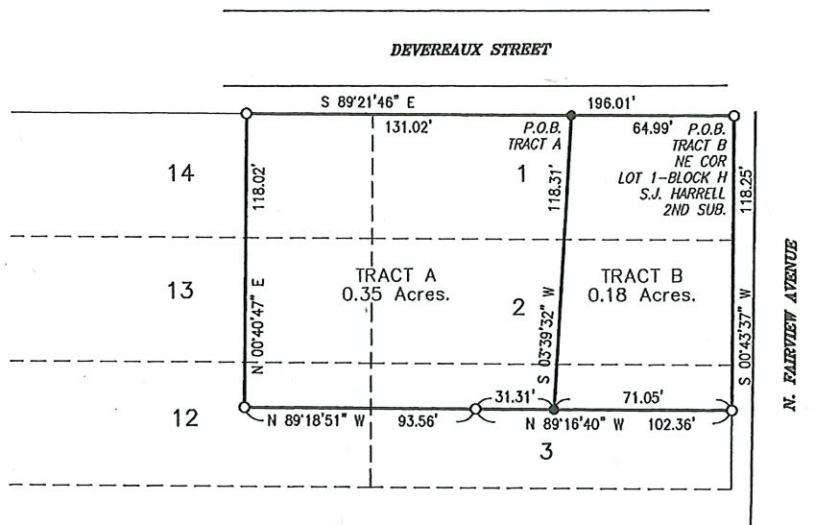
LAND OWNER'S APPROVAL

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

Signed: Carlton D. Myler
Land Owner

LEGEND

- FOUND IRON PIPE/ROD
- SET 1/2" IRON ROD



PLAT OF SURVEY FOR MYLES-N-MYLES ENTERPRISES OF MINDEN, LLC

DESCRIPTIONS:

Tract A:

A 0.35 acre, more or less, tract of land located in the Southeast Quarter of the Northwest Quarter (SE/4 of NW/4), Section 28, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being a portion of Lots 1, 2, 3, 12, 13, and 14, Block H, Resurvey of S.J. Harrell 2nd Subdivision, also known as Dixie Heights Addition, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 43, and being more particularly described as follows:

Begin at a found 3/4 inch bent iron rod at the intersection of the West right of way of North Fairview Avenue, and the South right of way of Devereaux Street, also marking the Northeast Corner of said Lot No. 1, and run North 89 degrees 21 minutes 55 seconds West for a distance of 64.99 feet along said South right of way, to a set 1/2 inch iron rod, for the Point of Beginning; thence run South 03 degrees 39 minutes 32 seconds West for a distance of 118.31 feet to a set 1/2 inch iron rod; thence run North 89 degrees 16 minutes 40 seconds West for a distance of 31.31 feet to a found 3/4 inch iron rod; thence run North 89 degrees 18 minutes 51 seconds West for a distance of 93.56 feet to a found 3/4 inch bent iron rod; thence run North 00 degrees 40 minutes 47 seconds East for a distance of 118.02 feet to a found 3/4 inch iron rod on the North line of said Lot No. 14, also being the South right of way of Devereaux Street; thence run South 89 degrees 21 minutes 46 seconds East for a distance of 131.02 feet to the Point of Beginning.

Tract B:

A 0.18 acre, more or less, tract of land located in the Southeast Quarter of the Northwest Quarter (SE/4 of NW/4), Section 28, Township 19 North, Range 9 West, Northwestern Land District, Louisiana Meridian West, Minden, Webster Parish, Louisiana, being a portion of Lots 1, 2, and 3, Block H, Resurvey of S.J. Harrell 2nd Subdivision, also known as Dixie Heights Addition, as per map and plat thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana, in Map Book 1, at Page 43, and being more particularly described as follows:

Begin at a found 3/4 inch bent iron rod at the intersection of the West right of way of North Fairview Avenue, and the South right of way of Devereaux Street, also marking the Northeast Corner of said Lot No. 1, and run South 00 degrees 43 minutes 37 seconds West for a distance of 118.25 feet along said West right of way, to a found 3/4 inch iron rod on the East Line of said Lot No. 3; thence run North 89 degrees 16 minutes 40 seconds West for a distance of 71.05 feet to a set 1/2 inch iron rod; thence run North 03 degrees 39 minutes 32 seconds East for a distance of 118.31 feet to a set 1/2 inch iron rod on the North line of said Lot No. 1, also being the South right of way of Devereaux Street; thence run South 89 degrees 21 minutes 46 seconds East for a distance of 64.99 feet along said North line, and said South right of way, to the Point of Beginning.

FEBRUARY 05, 2026 SCALE: 1" = 50'
 DRAWING #: 26-017

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

RECORDED OWNER(S)

APPROVED:

OWNER/AGENT

DATE

MAYOR-CITY OF MINDEN

DATE

CERTIFICATION:

This plat represents a property boundary survey performed under my direct supervision. Said plat and survey comply with applicable standards of practice as stipulated in LAC Title 46:XXI, Chapter 29, Standards of Practice for Boundary Surveys as currently adopted by the Louisiana Professional Engineering and Land Surveying Board in all areas. This survey complies with the accuracy standards for a Class "C" survey as stipulated in Section §2913 of said standards.

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

This property is located on a publicly maintained road.
 This property is not located in an incorporated city, town, or village.

BASIS OF BEARINGS: Bearings are based on GRID NORTH (US/SPCS/HARN for GNSS/LAHP-N/GNSS). Observations performed using TopNET LIVE RTN and RIK Network Service. **REFERENCE SURVEYS:** Survey of S.J. Harrell 2nd Subdivision (Dixie Heights), by T.J. Hardemon, dated January 1921, recorded in Map Book 1, at Page 43, of the Conveyance Records of Webster Parish, Louisiana; by Doyle P. Sanders, dated October 27, 1973; and by Benjamin C. Winn, for M&C Properties, LLP, dated July 24, 2003, and for Louisiana Missionary Baptist Institute, dated July 25, 2003.

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

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

Survey based on information provided by owner.



CAMERON B. LEAR
 LICENSE NO. 5328
 DATE: 2/5/26

SCALE: 1" = 50'
 LOCATION: 28-19-9
 DATE: FEBRUARY 05, 2026

Landmark Land Surveying, Inc.
 114 Pearl St., Minden, Louisiana
 (318) 371-9100
 26-017



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Budget/Financial Report for February 2026

Discussion:

City Clerk Melaney Langford will present the Budget/Financial Report for the month of February 2026.

Suggested Wording of Motion:

No motion is required.



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Fire Report for March 2026

Discussion:

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

Suggested Wording of Motion:

No motion is required.



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Police Report

City Fines	\$8,156.00
District Attorney's Office	\$0.00
Crime Lab	\$120.00
City Court	\$124.00
Marshal's Office	\$120.00
Indigent Defender	\$180.00
Victim's Fund	\$0.00
Clerk's Fund	\$8.00
Community Service	\$0.00
WARE Center	\$30.00
LA Commission on Law Enforcement	\$8.00
Off-Duty Witness Fees	\$46.00
DARE	\$0.00
State Analysis	\$0.00
Agency Analysis	\$0.00
Court Case Management Information System	\$12.00
LA Traumatic Head & Spinal Cord Injury Trust Fund	\$20.00
Disability Affairs	\$0.00
Judicial Building Fund	\$40.00
Judicial Education	\$2.00
TOTAL	\$8,866.00

Suggested Wording of Motion:

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

MOTION: None

AYE(s): None

ABSENCE(s):

SECOND:None

NAY(s): None

ABSTENTION(s): None

CHIEF'S REPORT FEB. 2026																					
NAME	CITY FINE	DA OFFICE	CRIME LAB	CITY COURT	MARSH	IND DEF	VICTIM FND	CLERK FND	COMM SERV	WARE CTR	LCLE	OFF-DUTY	DARE	ANALY S ST	ANALYS AGY	CMIS	LTHSCIT F	DISABIL. AFF	JUD. BLDG	JUD.ED	TOTAL
SAUNDERS, YAVONDA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
HAWK, DAVID	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
ABBOTT, TRAVIS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
HARRIS, ANTIONETTE	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
JOHNSTON, JASON	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
BLAKWALDEN, DREW	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
BUTLER, EDRIC	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
BROWN, BERNARD	84.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	261.50
BERRY, CHARLES	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00
HILL, SHIMETRIA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
SMITH, AALIYAH	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
EASON, JAERRICA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
BAILEY, BRITTANIA	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
DURHAM, ELISHA	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
GREEN, TADARIUS	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
PICKROM, CHADRICK	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
FERGUSON, TERESIA	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
CARTER, CHASITY	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
RAPHIEL, JOHN	50.00	0.00	30.00	31.00	30.00	45.00	0.00	2.00	0.00	7.50	2.00	11.50	0.00	0.00	0.00	3.00	5.00	0.00	10.00	0.50	227.50
GRIGSBY, FLOSHANTA	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
BERRY, KAITLYN	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
BIRDEN, JEMILLE	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
NELOMS, DUNTARIA	220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00
LINDSEY, JOHN	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
JONES, TATEGA	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
HOOKER, DAKOTA	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
HICKS, LYDIA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
KIMMONS, PARISH	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
COOKSEY, DESTINEY	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
SIMS, TIARA	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
MITCHELL, LAWANDA	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
COOKSEY, JOHNATHAN	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
MITCHELL, AQUEIRA	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
GRIGSBY, KATIYAH	226.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.00
HENDERSON, JERRIONA	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
JACKSON, CORRIS	275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275.00



Minden Minden City Council
Regular Session
Monday, April 6, 2026
520 Broadway Street

Agenda Fact Sheet

Agenda Item:

Presentation of Proclamation to Louisiana Organ Procurement Agency (LOPA)

Discussion:

Suggested Wording of Motion:

No motion is required.