## **Minden City Council**

Regular Session

Monday, June 1, 2020 – 5:30 p.m.

City Hall – Council Chambers

Prayer... Keith Beard Pledge... Pam Bloxom

Welcome . . Mayor Terry Gardner



#### **AGENDA ITEMS**

#### (A) Adopt Minutes of:

- Council Regular Session held on February 3, 2020
- Council Special Session held on February 11, 2020
- Council Regular Session held on March 2, 2020
- Council Special Session held on March 16, 2020
- Council Regular Session held on April 6, 2020
- Council Regular Session held on May 4, 2020
- Council Special Session held on May 6, 2020
- Council Special Session held on May 7, 2020
- Council Special Session held on May 11, 2020
- Council Special Session held on May 13, 2020
- Council Special Session held on May 15, 2020
- Council Special Session held on May 20, 2020
- Council Special Session held on May 27, 2020
- (B) Appoint Interim Council Representative for District A
- (C) Elect a Mayor Pro Tempore
- (D) Personnel Police Department New Hires
- (E) Personnel Fire Department New Hire
- (F) Minden Main Street Board Appointment
- (G) Final Plat Approval Lot Split of Property
- (H) Adopt Resolution Signatory Power
- (I) Adopt Resolution Ordering a Special Election to Elect a Council Representative for District A
- (J) Award Bid No. 1-20, Rehabilitate Runway 1/19, Airport Improvement Program
- (K) Award Bid No. 2-20, Airfield Lighting Improvements, Airport Improvement Program
- (L) Award Bid No. 3-20, 2020 Road Overlay Project
- (M) Budget/Financial Report for February, March and April of 2020
- (N) Police Report for February, 2020
- (O) Police Report for March, 2020
- (P) Police Report for April, 2020

# Minden City Council Regular Session

Monday, June 1, 2020 Minden City Hall – Council Chambers

#### **Agenda Fact Sheet**

#### Agenda Item:

( Adopt Minutes of Council Regular Session held on February 3, 2020, Council Special Session held on February 11, 2020, Council Regular Session held on March 2, 2020, Council Special Session held on March 16, 2020, Council Regular Session held on April 6, 2020, Council Regular Session held on May 4, 2020; Council Special Session held on May 6, 2020; Council Special Session held on May 7, 2020; Council Special Session held on May 11, 2020; Council Special Session held on May 13, 2020; Council Special Session held on May 15, 2020; Council Special Session held on May 20, 2020; and Council Special Session held on May 27, 2020

#### Discussion:

See attached.

#### Suggested wording of motion:

• "I move to presented."	adopt the minutes of Council Res	gular Session held on February	7 3, 2020, as
Motion:	Second:	Vote:	
• "I move to presented."	adopt the minutes of Council Spe	cial Session held on February	11, 2020, as
Motion:	Second:	Vote:	***************************************
• I move to presented."	adopt the minutes of Council Re	gular Session held on March	2, 2020, as
Motion:	Second:	Vote:	

	move to adopt presented."	the minutes of	Council	Special (	Session 1	held o	n N	//arch	16,	, 2020,	, as
Motion:		Second:				Vote:					
	move to adopt presented."	the minutes of	Council	Regular	Session	held	on	Apri	il 6,	2020,	, as
Motion:		Second:				Vote:				•••	<del></del>
	move to adopt presented."	the minutes of	Council	Regular	r Session	n held	l on	Ma <sub>y</sub>	y 4,	2020,	as
Motion:		Second:			<b>T</b>	Vote:				·	
	move to adopt presented."	the minutes of	Council	Special	Session	ı held	on.	May	y 6,	2020,	as
Motion:		Second:				Vote:					
	move to adopt presented."	the minutes of	Council	Special	Session	held	on	May	y 7,	2020,	as
Motion:		Second:				Vote:					
	move to adopt resented."	the minutes of	Council	Special	Session	held	on	May	11,	2020,	as
Motion:_		Second:				Vote:					
	move to adopt resented."	the minutes of	Council	Special	Session	held	on	May	13,	2020,	as
Motion:		Second:			<i>T</i>	Vote:					
	move to adopt resented."	the minutes of	Council	Special	Session	held	on	May	15,	2020,	as
Motion:_		Second:			<b>T</b>	/ote:					<del></del>
	move to adopt resented."	the minutes of	Council	Special	Session	held	on	May	20,	2020,	as
Motion:_		Second:			<i>\</i>	/ote: _					

presented."			
Motion:	Second:	Vote:	

• I move to adopt the minutes of Council Special Session held on May 27, 2020, as

#### PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON FEBRUARY 3, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Terry Gardner, Herbert Taylor, III, Terika Williams-Walker, Vincen Bradford, Keith Beard and Pam Bloxom. Absent: None. Mayor Gardner welcomed everyone to the meeting. It is noted for the record that Mayor Terry Gardner allowed both council and public comments prior to every vote.

Prayer was offered by Pastor Bradley and Pam Bloxom led the Pledge of Allegiance.

Pam Bloxom moved to adopt the minutes of Council Regular Session held on January 6, 2020, as presented. The motion was duly seconded by Keith Beard and carried unanimously.

Vincen Bradford moved to annex the property as described in the attached Annexation Notice into the city limits of Minden and authorize the City Attorney to advertise the Annexation Notice and draw up the Annexation Ordinance. The motion was duly seconded by Terika Williams-Walker and carried unanimously. (Property belonging to Reynolds Industrial Contractors, Inc. d/b/a Catamaran Solutions located at Old Shreveport Road)

Upon motion by Terika Williams-Walker and duly seconded by Herbert Taylor, III, the council unanimously approved the final plat for the lot split of property belonging to Noah Arc Community Development located at East Union Street, as presented.

Upon motion by Herbert Taylor, III and duly seconded by Vincen Bradford, the council voted unanimously in favor of authorizing the Mayor to Request Proposals for the Minden Recreation Complex Concessions Services.

Terika Williams-Walker moved to overturn Mayor Gardner's letter of veto regarding a memorial sign at the Minden Recreation Complex. The motion was duly seconded by Vincen Bradford and the vote was as follows: Ayes: Herbert Taylor, III, Terika Williams-Walker and Vincen Bradford. Nays: Keith Beard and Pam Bloxom. The motion failed because it takes a two-thirds vote of the council to overturn the Mayor's veto which would be four votes. Vincen Bradford requested to be put on the record objecting to the vote because he feels that the Lawrason Act rule on the two-thirds vote to overturn a veto does not apply in this matter.

City Clerk Michael Fluhr presented the Budget/Financial Report for the month of December of 2019. No motion is required.

Vincen Bradford moved to accept the Police Report for December of 2019, as presented. The motion was duly seconded by Herbert Taylor, III and carried unanimously.

Public comments were heard, Council comments were heard, and the meeting was adjourned.

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ATTEST:

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON FEBRUARY 11, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Terry Gardner, Herbert Taylor, III, Terika Williams-Walker, Vincen Bradford, Keith Beard and Pam Bloxom. Absent: None. Mayor Gardner welcomed everyone to the meeting. It is noted for the record that Mayor Terry Gardner allowed both council and public comments prior to every vote.

Prayer was offered by Keith Beard and Terika Williams-Walker led the Pledge of Allegiance.

Herbert Taylor, III moved to adopt Ordinance No. 1107, an Ordinance deleting and reenacting Chapter 6 of the City of Minden, State of Louisiana, Code entitled Alcoholic Beverages, as presented. The motion was duly seconded by Vincen Bradford and carried unanimously.

Upon the recommendation of Police Chief Steve Cropper, Vincen Bradford moved to confirm Christopher Cayer as a police officer in the Minden Police Department.

The motion was duly seconded by Herbert Taylor, III and carried unanimously.

Pam Bloxom moved to approve the amendment to the 2019/2020 budget, as presented. The motion was duly seconded by Keith Beard. After discussion, Herbert Taylor, III offered a substitute motion to table this matter until the March 2, 2020 council session. The substitute motion was duly seconded by Vincen Bradford and the vote was as follows: Ayes: Herbert Taylor, III, Terika Williams-Walker and Vincen Bradford. Nays: Keith Beard and Pam Bloxom. Absent: None. Abstain: None. The substitute motion passed and this agenda item was tabled. (This budget amendment was relative to a change in an airport project.)

Pam Bloxom moved to authorize the Mayor to engage the services of Neil Hrwin Law to review, update and make recommendations concerning the employee manual. The motion was duly seconded by Keith Beard. After discussion, Herbert Taylor, III offered a substitute motion to freeze all hiring of city employees until the employee handbook is resolved. Mayor Gardner rejected the substitute motion. The vote on the original motion was: Ayes: Keith Beard and Pam Bloxom. Nays: None. Absent: None. Abstain: None. The motion failed.

The meeting was adjourned.

Terry L. G	ardner, I	Mayor	
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ATTEST:

Michael Fluhr, City Clerk

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# PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON MARCH 2, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Terry Gardner, Herbert Taylor, III, Terika Williams-Walker, Vincen Bradford, Keith Beard and Pam Bloxom. Absent: None. Mayor Gardner welcomed everyone to the meeting. It is noted for the record that Mayor Terry Gardner allowed both council and public comments prior to every vote.

Prayer was offered by Pam Bloxom and Herbert Taylor, III led the Pledge of Allegiance.

At the request of Mayor Gardner, Keith Beard moved to amend the printed agenda to add Item (L) Personnel—Police Department New Hire. The motion was duly seconded by Pam Bloxom and the vote was as follows: Ayes: Terika Williams-Walker, Vincen Bradford, Keith Beard and Pam Bloxom; Nay: Herbert Taylor, III; Absent: None; Abstain: None. The motion failed because the vote was not unanimous.

Mahala Hutto, Downtown Development Director, presented awards to the 2020 Fasching/Mardi Gras Parade Winners and recognized those who contributed to making the Parade Day a huge success.

Pam Bloxem moved to adopt the minutes of Council Regular Session held on February 3, 2020, as presented. The motion was duly seconded by Keith Beard. After discussion, Herbert Taylor, III offered a substitute motion to table adopting the minutes of February 3 & 11, 2020. The motion was duly seconded by Terika Williams-Walker and carried unanimously.

Upon the recommendation of Fire Chief Kip Mourad, Herbert Taylor, III moved to approve the promotion of Fire Captain John Thompson to the rank of Assistant Fire Chief. The motion was duly seconded by Terika Williams-Walker and carried unanimously.

Upon motion by Keith Beard and duly seconded by Herbert Taylor, III, the council unanimously approved the final plat for the lot split of property belonging to Anti Pest & Veitch, Inc. located at Germantown Road approximately one-quarter mile south of Country Club Circle, as presented.

Upon motion by Vincen Bradford and duly seconded by Keith Beard, the council unanimously adopted Ordinance No. 1108, Annexation of Property, annexing that certain

city property more fully described in Ordinance No. 1008, into the corporate limits of the City of Minden. (This is property belonging to Reynolds Industrial Contractors, Inc. dba Catamaran Solutions located at the Old Shreveport Road.)

Herbert Taylor, III moved to approve the amendment to the 20192020 budget, as presented. The motion was duly seconded by Vincen Bradford and carried unanimously.

Upon motion by Herbert Taylor, III and duly seconded by Vincen Bradford, the council voted unanimously in favor of authorizing the City Clerk to advertise for bids for the 2019/2020 Street Improvements Project.

Herbert Taylor, III moved to authorize the Mayor to obtain a cost estimate for a possible street overlay project on Country Club Circle and Longleaf Drive. The motion was duly seconded by Terika Williams-Walker and carried unanimously.

Keith Beard moved to authorize the City Clerk to advertise for bids for Minden Airport Runway 1/19 and Airfield Lighting Rehabilitation project. The motion was duly seconded by Herbert Taylor, III and carried unanimously.

City Clerk Michael Fluhr presented the Budget/Financial Report for the month of January, 2020. No motion is required.

Vincen Bradford moved to accept the Police Report for January of 2020, as presented. The motion was duly seconded by Keith Beard and carried unanimously.

Public comments were heard, Conneil comments were heard, and the meeting was adjourned,

	Teny L. Gardner, Mayor
ATTEST:	

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MARCH 16, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 4:00 p.m. with the following members present: Mayor Terry Gardner, Terika Williams-Walker, Vincen Bradford, Keith Beard and Pam Bloxom. Absent: Herbert Taylor, III. Mayor Gardner welcomed everyone to the meeting. It is noted for the record that Mayor Terry Gardner allowed both council and public comments prior to every vote.

Prayer was offered by Pam Bloxom and Vincen Bradford led the Pledge of Allegiance.

Upon the recommendation of Police Chief Steve Cropper, Vincen Bradford moved to confirm Jason Scott Lee, II as a police officer in the Minden Police Department. The motion was duly seconded by Keith Beard and the vote was as follows: Ayes: Terika Williams-Walker, Vincen Bradford, Keith Beard and Pam Bloxom; Nays: None; Absent: Herbert Taylor, III; Abstain: None. The motion carried.

Keith Beard moved to adopt Ordinance No. 1109, an Ordinance to amend and reenact Chapter 6, Alcoholic Beverages, of the Code of Ordinances of the City of Minden, State of Louisiana. The motion was duly seconded by Pam Bloxom. After much discussion, the vote was as follows: Ayes: Terika Williams-Walker, Keith Beard and Pam Bloxom; Nays: Vincen Bradford; Absent: Herbert Taylor, III; Abstain: None. The motion carried. Mayor Gardner announced that a workshop would be held on the alcohol ordinance and any further amendments that need to be made would be presented to the council for consideration at the April 6, 2020 Regular Session.

The meeting was adjourned.

Terry L. Gardne	r. Mayor
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ATTEST:

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON APRIL 6, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Terry Gardner, Keith Beard and Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy: District A. Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the council was given the choice to attend either in person or by telephone conference. After two unsuccessful attempts to reach Terika Williams-Walker and Vincen Bradford by telephone, the Mayor declared the meeting adjourned due to the lack of a quorum.

	Terry L. Gardner, Mayor
ATTEST:	
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PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON MAY 4, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 5:30 p.m. with the following members present: Mayor Terry Gardner, Keith Beard and Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy: District A. Mayor Gardner welcomed everyone to the meeting.

There was no quorum of the council present, therefore the Mayor declared the meeting adjourned. Mayor Gardner announced that a Special Session would be held on Wednesday, May 6, 2020, at 1:00 p.m. in the Pelican Conference Room giving the council a choice of attending in person or by telephone conference as allowed by the Governor's proclamation during the Covid 19 emergency crisis.

	Terry L. Gardner, Mayor
ATTEST:	

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 6, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 1:00 p.m. with the following members present: Mayor Terry Gardner, Keith Beard and Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy: District A. Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the council was given the choice to attend either in person or by telephone conference. Terika Williams-Walker and Vincen Bradford were not in attendance. Mr. Bradford gave prior notice that he would not be in attendance and a phone call to Terika Williams-Walker was unsuccessful. The meeting was adjourned due to the lack of a quorum.

Mayor Gardner will call a Special Session of the council for Thursday, May 7, 2020, at 4:00 p.m. in the Pelican Conference Room at Minden City Hall.

	Terry L. Gardner, Mayor
ATTEST:	
Michael Fluhr, City Clerk	

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 7, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 10:00 a.m. with the following members present: Mayor Terry Gardner, Keith Beard and Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy:

District A. Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the council was given the choice to attend either in person or by telephone conference. Terika Williams-Walker and Vincen Bradford were not in attendance. Mr. Bradford gave prior notice that he would not be in attendance and a phone call to Terika Williams-Walker was unsuccessful. The meeting was adjourned due to the lack of a quorum.

Mayor Gardner will call a Special Session of the council for Monday, May 11, 2020, at 10:00 a.m. in the Pelican Conference Room at Minden City Hall.

	Terry L. Gardner, Mayor
ATTEST:	
Michael Fluhr, City Clerk	

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 11, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at

10:00 a.m. with the following members present: Mayor Terry Gardner, Keith Beard and

Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy:

District A. Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the

council was given the choice to attend either in person or by telephone conference.

Terika Williams-Walker and Vincen Bradford were not in attendance. Ms. Walker gave

prior notice that she would not be in attendance and a phone call to Vincen Bradford was

unsuccessful. The meeting was adjourned due to the lack of a quorum.

Mayor Gardner will call a Special Session of the council for Wednesday, May 13, 2020, at 2:00 p.m. in the Pelican Conference Room at Minden City Hall.

	Terry L. Gardner, Mayor	
ATTEST:		
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PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 13, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at 2:00

p.m. with the following members present: Mayor Terry Gardner, Keith Beard and Pam

Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy: District A.

Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the

council was given the choice to attend either in person or by telephone conference.

Terika Williams-Walker and Vincen Bradford were not in attendance. A phone call to

Terika Williams-Walker and Vincen Bradford were both unsuccessful. The meeting was

adjourned due to the lack of a quorum.

Mayor Gardner will call a Special Session of the council for

Friday, May 15, 2020, at 10:00 a.m. in the Pelican Conference Room at Minden City

Hall.

	Terry L. Gardner, Mayor	
ATTEST:		
Michael Fluhr, City Clerk		

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 15, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at

10:00 a.m. with the following members present: Mayor Terry Gardner, Keith Beard and

Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy:

District A. Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the

council was given the choice to attend either in person or by telephone conference.

Terika Williams-Walker and Vincen Bradford were not in attendance. A phone call to

Terika Williams-Walker and Vincen Bradford were both unsuccessful. The meeting was

adjourned due to the lack of a quorum.

Mayor Gardner will call a Special Session of the council for

Wednesday, May 20, 2020, at 11:00 a.m. in the Pelican Conference Room at Minden

City Hall.

	Terry L. Gardner, Mayor	
ATTEST:		

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 20, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at

11:00 a.m. with the following members present: Mayor Terry Gardner, Keith Beard and

Pam Bloxom. Absent: Terika Williams-Walker and Vincen Bradford. Vacancy:

District A. Mayor Gardner welcomed everyone to the meeting.

Upon orders from Governor John Bel Edwards during the Covid-19 crisis, the

council was given the choice to attend either in person or by telephone conference.

Terika Williams-Walker and Vincen Bradford were not in attendance. Mr. Bradford gave

prior notice that he would not be in attendance. A phone call to Terika Williams-Walker

was unsuccessful. The meeting was adjourned due to the lack of a quorum.

Mayor Gardner will call a Special Session of the council for

Wednesday, May 27, 2020, at 10:00 a.m. in the Pelican Conference Room at Minden

City Hall. The only item on the agenda will be to adopt a Resolution for the Minden

Airport Coronavirus Aid, Relief and Economic Security Act Grant.

	Terry L. Gardner, Mayor
ATTEST:	
Michael Fluhr, City Clerk	

PROCEEDINGS OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN SPECIAL SESSION HELD ON MAY 27, 2020.

The Minden City Council met at City Hall, Minden, Louisiana, beginning at

10:00 a.m. with the following members present: Mayor Terry Gardner, Terika Williams-

Walker, Vincen Bradford, Keith Beard and Pam Bloxom. Absent: None. Vacancy:

District A. Mayor Gardner welcomed everyone to the meeting.

It is noted for the record that Mayor Terry Gardner allowed both council and

public comments prior to every vote. The public was given the opportunity to comment

by telephone call-in.

Prayer was offered by Terika Williams-Walker and Vincen Bradford led the

Pledge of Allegiance.

Upon motion by Pam Bloxom and duly seconded by Keith Beard, the council

unanimously adopted a Resolution authorizing the Mayor to accept Grant No. 3-22-0032-

014-2020, titled Coronavirus Aid, Relief, and Economic Security Act – Airports Grant,

from the Federal Aviation Administration to help offset a decline in revenues arising

from diminished airport operations and activities at the Minden Airport as a result of

Covid-19, and enter into a grant agreement with the Federal Aviation Administration, as

presented.

Comments were heard and the meeting was adjourned.

# Minden City Council Regular Session

Monday, June 1, 2020 Minden City Hall – Council Chambers

#### **Agenda Fact Sheet**

Agenda Item:	A	en	da	Item	:
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1	(B)	Appointment	t of an Int	erim Coun	icil Represe	ntative for	District A
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#### **Discussion:**

Due to the resignation of Herbert Taylor, III as councilman for District A, the council needs to appoint an interim council representative for District A.

# Suggested wording of motion: "I move to appoint \_\_\_\_\_\_ as interim council representative for District A in the City of Minden to serve until the special election which will be held on November 3, 2020, Primary Election, and December 5, 2020, General Election." MOTION: \_\_\_\_\_\_ SECOND: \_\_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_\_

#### Office of the Governor State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



P.O. Box 94004 Baton Rouge, Loussana 70804-9004 (225) 342-7015 GOV.LA.GOV

April 30, 2020

The Honorable Terry Gardner Mayor, City of Minden P.O. Box 580 Minden, Louislana 71058

Dear Mayor Gardner,

I received your letter regarding the resignation of Councilman Herbert Taylor, III, in which you requested the 20-day time deadline for the governing authority to fill the vacancy be waived and further requested that I appoint Larry Gipson as the interim council member for District A.

As you know, our state is facing an unprecedented pandemic and based on the rapid spread of COVID-19 in the state, I declared a public health emergency in Proclamation No. 25 JBE 2020 on March 11, 2020. This proclamation was supplemented by Proclamation No. 30 JBE 2020 on March 17, 2020, in which numerous legal deadlines were suspended. Included in the suspension are the legal deadlines contained in Title 18 of the Louisiana Revised Statutes. These deadlines remain suspended today.

My authority to fill the vacancy created by Mr. Taylor's resignation is not triggered until after the 20-day deadline for the governing authority has elapsed. According to his resignation letter, Mr. Taylor's resignation became effective on March 30, 2020. Had we not been in a public health emergency with suspended legal deadlines, you would have been correct in that the 20-day deadline triggering my authority would have run on April 19, 2020. However, because of the suspension, the 20-day deadline has not yet begun to run, and therefore I do not yet have the authority to fill the vacancy.

Please be assured that I do recognize the importance and necessity of the continuity of operation for the City of Minden. If necessary, I will exercise the authority to make the appointment once the deadline passes. Until then, however, the governing authority has the authority to fill the vacancy with a person who meets the qualifications of the office.

Please don't hesitate to call if you have any questions.

Sincerely.

John Bel Edwards

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R. KYLE ARDOIN SECRETARY OF STATE



P.O. Box 94125 Baton Rouge, LA 70804-9125

March 24, 2020

Michael Fluhr, Clerk City of Minden Parish of Webster P.O. Box 580 Minden, I.A. 71058-0580

Dear Mr. Fluhr:

In accordance with La. R.S. 18:653, I am enclosing a copy of the resignation received on March 24, 2020 by our office from the Honorable Herbert "Tycoon" Taylor, III as Councilman, District A, City of Minden, Parish of Webster, with an effective date of March 30; 2020

Pursuant to La. R.S. 18:583, an anticipated vacancy has occurred in the above-specified office. In accordance with La. R.S. 18:402 and La. R.S. 18:602, the governing authority shall:

• Call a special election. The next available election is November 3, 2020, primary, and December 5, 2020, general with qualifying dates July 15, 16, & 17, 2020.

Within twenty (20) days of the office actually becoming vacant make an appointment to

Please note that legal deadlines in connection with Title 18 of the Louisiana Revised Statutes, Louisiana Election Code, have been suspended by the Governor until at least Monday, April 13, 2020, as per Proclamation Number 30 of 2020 entitled Additional Measures for Covid-19 Public Health Emergency. This date could be subject to further change. Once legal deadlines resume, our office will be able to communicate additional instructions.

After a proclamation is issued calling the election and an appointment has been made, a certified copy of the proclamation calling the special election as well as the certified minutes of the meeting in which the appointment was made or certified resolution, are to be mailed to our office. A commission will be issued to the person appointed to fill the vacancy.

If you have any questions concerning the above, please contact me at (225) 922-0257.

Sincerely,

Trey Brazan

Attorney

Enclosure

ec: Hon. Holli W. Vining, Webster Parish Clerk of Court Hon. Melanie Smith, Webster Parish Registrar of Voters

# Herbert Taylor, III, Councilman City of Minden, District A 130 Church Street Minden, Louislana 71055 . March 19, 2020

Mr. R. Kyle Ardoin, Secretary of State of Louisiana Post: Office Box 94125 8585 Archives Avenue Baton Rouge, Louisiana 70804-9125

Dear Mr. Ardoin:

It has been a long and difficult decision, but I feel that it is time for me to resign as a member of Minden's City Council, effective as of March 30; 2020. I understand that my term is in effect until January, 1, 2023. Due to the excess amount of stress, I and my family have endured since I became an elected city council member it is time for me to resign.

As an elected official, I know that much is expected of me. Thank you for understanding and accepting my resignation.

Sincerely,

Herbert Taylor, III

STATÉ OF LOUISIANA PARISH OF WEBSTER

SWORN TO AN SUBSCRIBED BEFORE ME, Notary Public, in and for the parish of  $\underline{Webster}$  and the state of  $\underline{Louisiana}$  on this  $\underline{19}^{th}$  day of  $\underline{March}$ ,  $\underline{2020}$ .

Barbara H. Hill, Notary Public

Notary I. D. #

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Barbara H. Hill (Printed)

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REGEIVED

MAR 2 8 2020

COMMUNICATE OF STATE

# Minden City Council Regular Session

Monday, June 1, 2020 Minden City Hall – Council Chambers

#### **Agenda Fact Sheet**

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ΑO	enda	Item:	١
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(1) Elect Mayor Pro Tempore for the Remainder of the Year 2020

#### **Discussion:**

Herbert Taylor, III was elected as Mayor Pro Tempore for the Year 2020 and has resigned his position on the city council. The council needs to elect a Mayor Pro Tempore for the remainder of the year 2020. The Mayor Pro Tempore for the Year 2019 was Vincen Bradford, District C representative. The next councilman in the rotation is District D, Keith Beard.

#### Suggested wording of motion:

"I move to elect Keith Beard, Council representative for District D, as Mayor Pro Tempore for the remainder of the Year 2020."

MOTION:	SECOND:	
AYES:	NAYS:	
ABSENT:	ABSTAIN:	

# Minden City Council Regular Session

ABSENT:

Monday, June 1, 2020 Minden City Hall – Council Chambers

#### **Agenda Fact Sheet**

Agen	tua Paci Sheci
Agenda Item:	
(D) Personnel – Police Department New	Hires
New Hires:	
<ol> <li>Andre'LeVelle AuDonta Anthony,</li> <li>Joshua Harvey – Police Officer – M</li> </ol>	Jr. – Police Officer – Minden Police Department Iinden Police Department
Suggested wording of motion:	
-	ef Steve Cropper, I move to confirm Andre' LeVelle the Minden Police Department, subject to passing al
MOTION:	SECOND:
AYES:	NAYS:
ABSENT:	ABSTAIN:
Suggested wording of motion:	
	Steve Cropper, I move to confirm Joshua Harvey as a nent, subject to passing all applicable tests."
MOTION:	SECOND:
AYES:	NAYS:

ABSTAIN:\_\_\_\_



#### MEMO

To:

Wanda Pittman

Date:

20/February/2020

Re:

Minden Police Dept. Police Officer Applicant

From:

Chief S. Cropper

I, Chief Steve Cropper, am submitting a written request to bring Police Officer applicant, Andre Anthony, before the City Council Members for an interview, and consideration of hire. Applicant, Andre Anthony is P.O.S.T. certified. Andre Anthony is currently in the National Guard. Andre Anthony is currently in the National Guard. Andre Anthony has a Criminal Justice Degree. Andre Anthony will be an asset to the City of Minden and the Minden Police Dept.

Thanking you in advance,

Sincere

Chief Steve Cropper



#### MEMO

To:

Wanda Pittman

Date:

30/April/2020

Re:

Minden Police Dept. Police Officer Applicant

From:

Chief S. Cropper

I, Chief Steve Cropper, am submitting a written request to bring Police Officer applicant, Joshua Harvey before the City Council, for hire. Joshua Harvey is very educated, well-spoken and displays a huge drive and determination to become a Minden Police Office, Joshua Harvey has a Sociology background, which will contribute to Law Enforcement. Joshua Harvey is not P.O.S.T. certified.

Joshua Harvey has displayed a desire to work for Minden PD for over a year. I feel very strongly that Joshua Harvey will be an asset to the City of Minden and the Police Department.

Sincerel

Chief Steve Cropper

# **Minden City Council Regular Session**

Monday, June 1, 2020 Minden City Hall – Council Chambers

:	Agenda Fact Sheet
Agenda Item:	
(F) Personnel – Fire Department	New Hire
New Hires:	
1 Tommy John Hughes Jr F	Firefighter – Minden Fire Department
1. Tolling John Hagnes, Jr.	Thoughter William File Department
Suggested wording of motion:	
	Chief Kip Mourad, I move to confirm Tommy John Hughes, e Department, subject to passing all applicable tests."
MOTION:	SECOND:
AYES:	NAYS:
ABSENT:	ABSTAIN:

# CITY OF MINDEN FIRE DEPARTMENT

1213 Sheppard Street
Minden, Louisiana 71058-0580
(318) 371-4232
Kip Mourad
Chief

March 25, 2020

Mayor Terry Gardner and Members of the Minden City Council

Re: Hiring Recommendation

I would like to highly recommend Tommy John Hughes, Jr. to be hired by the Minden Fire Department as a Probationary Firefighter.

Mr. Hughes has been a valued and active volunteer with the MFD since 2007. Mr. Hughes is currently employed with the Ruston, LA Fire Department, and has been a fulltime firefighter with that department since 2015.

Mr. Hughes was trained at the LSU Fire Emergency Training Institute Fire Academy where he spent 14 weeks in training. He is certified in Firefighter 1 and 2, Hazmat Awareness and Operations, and Driver Operator and Pump Operator. He is also a certified Emergency Medical Technician.

I have personally known Mr. Hughes his entire life. He is an honorable young man, a skilled firefighter, and will be a dedicated addition to our department.

I ask that you please carefully consider him for the job.

Sincerely,

Kip Mourad

OK // 3/25/20

# Minden City Council Regular Session

Monday, June 1, 2020 Minden City Hall – Council Chambers

	Agenda Fact Sheet
Agen	da Item:
(F)	Appointment - Minden Main Street/Downtown Development Commission
<u>Discu</u>	ssion:
Appo: 8, 201	int Mr. Ronald Swafford to replace Mr. Thomas Adams, whose term expired on September 9.
Sugge	ested wording of motion:
to ap	the recommendation of Minden Downtown Development Director Mahala Hutto, I move point Mr. Ronald Swafford to the Minden Main Street/Downtown Developmen hission, to replace Mr. Thomas Adams, and whose term will expire on September 8, 2022."
MOT:	ION:SECOND:
AYES	S:NAYS:

ABSENT: ABSTAIN:



# MINDEN MAIN STREET P. O. BOX 580 MINDEN, LA 71058-0580 318-371-4258

MAHALA HUTTO, DOWNTOWN DEVELOPMENT DIRECTOR

May 15, 2020

Mayor Terry Gardner City of Minden P. O. Box 580 Minden, LA 71058

Dear Mayor Gardner:

The Minden Main Street/Downtown Development Board member Thomas Adams' term is expired.

I would like to recommend Mr. Ronald Swafford to fill this vacancy on the Board. This appointments term will expire on September 8, 2022.

Thank you for your consideration.

Atul sign

Sincerely,

Mahala Hutto Main Street

# Minden City Council Regular Session

Monday, June 1, 2020 Minden City Hall – Council Chambers

Agenda Fact Sheet
Agenda Item:
( ) Approval of Final Plat for Lot Split of Property
<u>Discussion:</u>
The Minden Planning Commission approved the preliminary plans for a lot split of property located at 119 Homer Road on April 9, 2020.
See attached.
Suggested wording of motion:
"I move to (approve or disapprove) the final plat for the lot split of property belonging to 4DOCS, LLC located at 119 Homer Road, as presented."
MOTION:SECOND:
AYES:NAYS:
ABSENT:ABSTAIN:

### MEMORANDUM

## Building & Inspection Department

TO:

MAYOR TERRY L. GARDNER

FROM:

BRENT COOLEY

DATE:

**APRIL 30, 2020** 

SUBJECT:

FINAL PLAT APPROVAL -LOT SPLIT ON PROPERTY OWNED BY 4DOCS,

LLC

Attached please find the application for approval of the final plat for a lot split of property owned by 4DOCS, LLC. In my opinion everything appears to be in order for approval of this final plat.

The preliminary plan for this lot split was approved by the Minden Planning Commission on April 9, 2020.

Will you please place this item on the City Council agenda for May 4, 2020?

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

Attachments

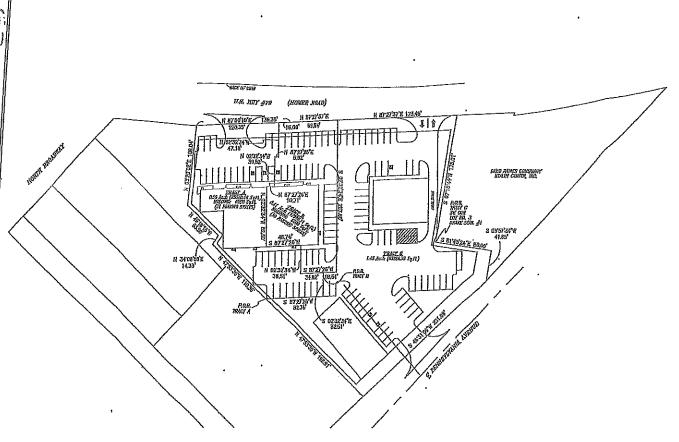
## APPLICATION FOR APPROVAL OF FINAL PLAT

A 10.11	Minden Planning Commission
belo	lication is hereby made for approval of the final plat for subdivision of land descr w:
Title	of Subdivision: N/A
Numl	ber of acres: 2.45
Numl	per of lots: 3
Owne	r of Land: 4 DOCS, LLC
	Name 119 Homer Rd.; Minden
	Address (318) 470 -7220
	Phone
Subdiv.	ider or Developer: Same Name
	Address
	Phone
ocation	of subdivision: 112-120 Homer Rol.
	·
	,
tire of	required improvements
auso us.	

Documents included with application:

- 1. Five (5) black and white or blue line prints.
- 2. Certificate showing that all taxes payable have been paid in full.

Respectfully submitted this _	30th	day of April	, 20 <u></u> 20
		Signed:Subdi	vider



### SKETCH AND DESCRIPTIONS FOR 4DOCS, LLC

### DESCRIPTIONS:

Tract A:

A 0.59 acre, more or less, tract of land localed in the Morthwest Quarter of the Southeast Quarter (NW/4 of SE/4), Section 22, Township 19 North, Range 9 West, Minden, Websier Parish, Louisiana, more particularly described as follows:

Begin at the Southeest Corner of Lot No. 3, Drake Subdivision No. 1, as per map and plot thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana in Map Book 1, at Page 82, and run South 81 degrees 45 minutes 24 seconds East for a distance of 80.00 feel; thereor run South 06 degrees 57 minutes 34 seconds West for a distance of 108.01 feel; thereor run North 47 degrees 53 minutes 30 seconds West for a distance of 231.08 feel along sold light of way thereor run North 49 degrees 53 minutes 30 seconds West for a distance of 109.01 feel to the Point of Beginning; thence continue North 47 degrees 53 minutes 30 seconds West for a distance of 110.35 feel; thence run North 43 degrees 80 minutes 50 seconds East for a distance of 14.35 feel; thence run North 48 degrees 11 minutes 15 seconds West for a distance of 120.35 feet of 10.35 feel; thence run North 48 degrees 12 minutes 50 seconds East for a distance of 120.35 feet of 120.35 feet of 120.35 feet of 10.35 feet of

Tract 8:

A 0.41 core, more or less, tract of land located in the Northwest Quarter of the Southeast Quarter (NW/4 of SE/4), Section 22, Township 19 North, Range 9 West, Minden, Webster Parish, Louisiano, more particularly described as follows:

Begin at the Southeast Corner of Lat No. 3, Droke Subdivision No. 1, as per map and plot thereof an file and of record in the Office of the Clark of Court of Webster Parish, Louisiana in Map Haok 1, at Page 62, and run South 81 degrees 45 minutes 24 seconds East for a distance of 80.00 feet, thence run South 66 degrees 57 minutes 34 seconds West for a distance of 18.51 feet to a point; thence run North 87 degrees 32 minutes 20 seconds East for a distance of 231.08 feet dong soid right of very thence run North 87 degrees 32 minutes 30 seconds West for a distance of 82.34 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 34.02 feet thence run North 87 degrees 32 minutes 26 seconds West for a distance of 34.02 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 35.51 feet to the Point of Beginning thence run North 02 degrees 32 minutes 34 seconds West for a distance of 35.51 feet to the Point of Beginning thence run North 02 degrees 32 minutes 34 seconds West for a distance of 35.51 feet to make 10 minutes 26 seconds West for a distance of 35.52 feet; thence run North 87 degrees 32 minutes 34 seconds West for a distance of 35.52 feet; thence run North 87 degrees 32 minutes 34 seconds West for a distance of 35.52 feet; thence run North 87 degrees 32 minutes 34 seconds West for a distance of 35.52 feet; thence run North 87 degrees 32 minutes 34 seconds West for a distance of 35.52 feet; thence run North 87 degrees 32 minutes 34 seconds West for a distance of 47.48 feet to a point on the North 87 degrees 50 minutes 10 seconds West for a distance of 47.48 feet to a point thence run North 87 degrees 50 minutes 10 seconds West for a distance of 47.60 feet to a point thence run South 87 degrees 37 minutes 36 seconds West for a distance of 47.60 feet to a point thence run South 87 degrees 37 minutes 37 seconds East for a distance of 47.60 feet to a point thence run South 87 degrees 50 minutes 10 seconds East for a distance of 58.56 feet to a point thence run South 87

Timel Cr

A 1.45 acre, more or less, tract of land localed in the Northwest Quarter of the Southeast Quarter (HW/4 of SE/4), Section 22, Township 15 North, Ronge 9 West, Winden, Webster Parish, Louisiano, more particularly escribed as follows;

Begin of the Southeast Corner of Lat No. 3, Drake Subdivision No. 1, as per map and plot thereof on file and of record in the Office of the Clerk of Court of Webster Parish, Louisiana in Map Book 1, at Page 62, for the Point of Beginning, and run South 81 degrees 45 minutes 24 seconds East for a distance of 60.01 feet; thence run South 66 degrees 57 minutes 34 seconds West for a distance of 41.65 feet to a point on the Northwesterly light of way of Pennsylvania Avenue; thence run South 45 degrees 31 minutes 30 seconds West for a distance of 199.91 feet; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 82.34 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 38.35 feet; thence run North 87 degrees 27 minutes 25 seconds East for a distance of 18.61 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 18.61 feet; thence run North 87 degrees 27 minutes 37 seconds East for a distance of 173.46 feet olong sold right of way; thence run North 87 degrees 27 minutes 37 seconds West for a distance of 173.46 feet olong sold right of way; thence run North 87 degrees 18 minutes 44 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 25 minutes 37 seconds West for a distance of 175.01 feet to the Point of Westington States 37 minutes 38 seconds West for a distance of 175.01 feet to the Point of Westington States 37 minutes 38 seconds West for a distance of 175.01 feet to the Point of Westin

MARCH 03, 2020 DPANING #: 20-021D SCALE:  $t^n \approx 50^4$   $\frac{8ECORDEO ONICE(6)}{Van the underspeed once(6)/agent, do hereby nuthorize the mapping of this plot.$ 

GARER(S/AGERI(S) DATE

OTHER(S/AGERI(S)

APPROVED;

KAYOR-CHY OF AUNDEN

SKETCH ONLY
EUBECT TO RELD SURVEY VERBUCKTION
SPURY \*\*ST | Landmark Loud Surveying, In
11d Pearl St., Minden, Louisiana
'\*\*Constitution of the Constitution of the Con

# PROCEEDINGS OF THE MINDEN PLANNING COMMISSION OF THE CITY OF MINDEN, STATE OF LOUISIANA, TAKEN IN REGULAR SESSION HELD ON APRIL 9, 2020.

The Minden Planning Commission met at City Hall, Minden, Louisiana at 10:00 a.m. Members present: Steve Bryan, Joean McWoodson, and Steve Wilson. Absent: Sarah Haynes, Chairperson; and Bobby Baker. Also attending: Brent Cooley, Building Official.

Steve Bryan made a motion to approve the minutes from the January 9, 2020, meeting as presented. The motion was seconded by Joean McWoodson and it carried unanimously.

(1) <u>4DOCS, LLC</u> - No one was present to present the request for approval of a lot split on property owned by them located at 112 – 120 Homer Road (legal description attached).

After a brief discussion, Joean McWoodson made a motion to APPROVE the preliminary plan for a lot split on property owned by 4DOCS, LLC located at 112 – 120 Homer Road. The motion was duly seconded by Steve Bryan and it carried unanimously.

Everyone was reminded that this recommendation will be made to the City Council at the May 4, 2020, regular session and Council action will be final.

With no other business on the agenda, a motion was made by Steve Bryan to adjourn the meeting.

The motion was duly seconded by Joean McWoodson and it carried unanimously.

Sarah Haynes, Chairperson

### LEGAL DESCRIPTION

(1)112-120 Homer Road —Legal Description: Tract A: A 0.59 acre, more or less, tract of land located in the Northwest Quarter of the Southeast Quarter (NW/4 of SE/4), Section 22, Township 19 North, Range 9 West, Minden, Webster Parish, Louisiana, more particularly described as follows: Begin at the Southeast Corner of Lot No. 3, Drake Subdivision No. 1, 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 I, at Page 62, and run South 81 degrees 45 minutes 24 seconds East for a distance of 80.00 feet; thence run South 06 degrees 57 minutes 34 seconds West for a distance of 41.65 feet to a point on the Northwesterly right of way of Pennsylvania Avenue; thence run South 46 degrees 31 minutes 09 seconds West for a distance of 231.08 feet along said right of way; thence run North 47 degrees 53 minutes 30 seconds West for a distance of 198.91 feet to the Point of Beginning; thence continue North 47 degrees 53 minutes 30 seconds West for a distance of 110.36 feet; thence run North 34 degrees 08 minutes 50 seconds East for a distance of 14.33 feet; thence run North 49 degrees 18 minutes 16 seconds West for a distance of 63.50 feet; thence run North 03 degrees 20 minutes 02 seconds East for a distance of 109.04 feet to a point on the South right of way of Homer Road (U.S Highway No. 79); thence run North 87 degrees 50 minutes 10 seconds Eastfor a distance of 120.35 feet along said right of way; thence run South 02 degrees 32 minutes 34 seconds East for a distance of 47.18 feet; thence run South 87 degrees 27 minutes 26 seconds West for a distance of 5.02 feet; thence run South 02degrees 32 minutes 34 seconds East for a distance of 39.52 feet; thence run South 87 degrees 27 minutes 26 seconds West for a distance of 10.71 feet to a point in line with a common wall in a proposed building; thence run South 02 degrees 32 minutes 34 seconds East for a distance of 82.50 feet along said common wall; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 48.74 feet; thence run South 02 degrees 32 minutes 34 seconds East for a distance of 38.51 feet; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 34.02 feet; thence run South 02 degrees 32 minutes 34 seconds East for a distance of 32.51 feet; thence run South 87 degrees 27 minutes 26 seconds West for a distance of 82,34 feet to the Point of Beginning, Tract B: A 0.41 acre, more or less, tract of land located in the Northwest Quarter of the Southeast Quarter (NW/4 of SE/4), Section 22, Township 19 North, Range 9 West, Minden, Webster Parish, Louisiana, more particularly described as follows: Begin at the Southeast Corner of Lot No. 3, Drake Subdivision No. 1, 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 I, at Page 62, and run South 81 degrees 45 minutes 24 seconds East for a distance of 80.00 feet; thence run South 06 degrees 57 minutes 34 seconds West for a distance of 41.65 feet to a point on the Northwesterly right of way of Pennsylvania Avenue; thence run South 46 degrees 31 minutes 09 seconds West for a distance of 231.08 feet along said right of way; thence run North 47 degrees 53 minutes 30 seconds West for a distance of 198.91 feet to a point; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 82.34 feet; thence run North 02 degrees 32 minutes 34 seconds East for a distance of 32.51 feet to the Point of Beginning; thence run South 87 degrees 27 minutes 26 seconds West for a distance of 34.02 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 38.51 feet; thence run South 87 degrees 27 minutes 26 seconds West for a distance of 48.74 feet to a point in line with a common wall in a proposed building; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 82.50 feet along said common wall; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 10.71 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 39.52 feet; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 5.02 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 47.18 feet to a point on the South right of way of Homer Road (U.S. Highway No. 79), and run along said right of way for the next two (2) calls; thence run North 87 degrees 50 minutes 10 seconds East for a distance of 16.00 feet; thence run North 87 degrees 27 minutes 37 seconds East for a distance of 69.54 feet to a point; thence run South 02 degrees 32 minutes 34 seconds East for a distance of 207.60 feet to a point; thence run South 87 degrees 27 minutes 26 seconds West for a distance of 18.51 feet to the Point of Beginning. Tract C: A 1.45 acre, more or less, tract of land located in the Northwest Quarter of the Southeast Quarter (NW/4 of SE/4), Section 22, Township 19 North, Range 9 West, Minden, Webster Parish, Louisiana, more particularly described as follows: Begin at the Southeast Corner of Lot No. 3, Drake Subdivision No. 1, 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 62, for the Point of Beginning, and run South 81 degrees 45 minutes 24 seconds East for a distance of 80.00 feet; thence run South 06 degrees 57 minutes 34 seconds West for a distance of 41.65 feet to a point on the Northwesterly right of. way of Pennsylvania Avenue; thence run South 46 degrees 31 minutes 09 seconds West for a distance of 231.08 feet along said right of way; thence run North 47 degrees 53 minutes 30 seconds West for a distance of 198,91 feet; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 82.34 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 32.51 feet; thence run North 87 degrees 27 minutes 26 seconds East for a distance of 18.51 feet; thence run North 02 degrees 32 minutes 34 seconds West for a distance of 207.60 feet to a point on the South right of way of Homer Road (U.S. Highway No. 79); thence run North 87 degrees 27 minutes 37 seconds East for a distance of 173.46 feet along said right of way; thence run South 07 degrees 18 minutes 44 seconds West for a distance of 175.01 feet to the Point of Beginning.

Monday, June 1, 2020 Minden City Hall – Council Chambers

### **Agenda Fact Sheet**

Agen	da	Item:

(H) Adopt Resolution – Authorizing Signatory Power

### **Discussion:**

Michael Fluhr retired from his position as full-time City Clerk, effective March 31, 2020. The current Mayor Pro Tempore should have signatory power until a new full-time City Clerk is hired.

### Suggested wording of motion:

"I move to adopt a Resolution authorizing Terry Gardner as Mayor; Martha Conly as Assistant City Clerk; and the current Mayor Pro Tempore to sign checks drawn by this municipal corporation on any financial institution in custody of City of Minden funds, effective upon adoption, as presented."

MOTION:	SECOND:	
AYES:	NAYS:	
ABSENT:	ABSTAIN:	

### RESOLUTION

BE IT RESOLVED, that effective March 31, 2020, Michael Fluir retired as City Cler
and therefore, Michael Fluhr will no longer be authorized to sign checks drawn by this municipa
corporation on any financial institution in custody of City of Minden funds; and
BE IT RESOLVED, that effective, Terry Gardner, Mayor,
in conjunction with currently authorized signatories, Martha Conly, Assistant City Clerk, and
, Mayor Pro Tempore, be the only duly authorized representatives to sign
checks drawn by this municipal corporation on any financial institution in custody of City of
Minden funds.
BE IT FURTHER RESOLVED that only two of the three authorized signatures are
required. That one of the authorized signatures may be made mechanically with a check signer,
but one of the signatures must always be in the individual's own handwriting EXCEPT in the
case of payroll checks which may be mechanical on both signatures. This includes checks
payable to the officers signing same.
BE IT FURTHER RESOLVED that a copy of this resolution be furnished to said
institutions which are hereby authorized to honor checks of this municipal corporation when so
signed by the above named officers in the manner provided unless and until the banks are
expressly notified to the contrary by resolution of the Conneil.
The aforesaid resolution having been submitted to a vote by motion of
and duly seconded by
The vote thereon was as follows:
AYES:
nays:
ABSENT:
ABSTAIN:
WHEREUPON, the resolution was declared adopted on theday,
2020.
Terry L. Gardner, Mayor
ATTEST: .
<u>.</u>
Martha Conly, Assistant City Clerk
· · · · · · · · · · · · · · · · · · ·

Monday, June 1, 2020 Minden City Hall – Council Chambers

### **Agenda Fact Sheet**

Agenda Fact Sheet
Agenda Item:
Adopt a Resolution Ordering a Special Election to be held in Minden, Webster Parish Louisiana, for the Purpose of Electing a Council Representative for District A for the City of Minden to Fill the Vacancy and Unexpired Term created by the Resignation of District A Councilman Herbert Taylor, III
Discussion:
See attached.
Suggested wording of motion:
"I move to adopt a Resolution Ordering a Special Election to be held in Minden, Webster Parish Louisiana, for the Purpose of Electing a Council Representative for the City of Minden to Fill the Vacancy and Unexpired Term created by the Resignation of District A Councilman Herber Taylor, III, as presented."
MOTION:SECOND:
AYES:NAYS:

ABSENT: ABSTAIN:

### PROCLAMATION

A RESOLUTION ORDERING A SPECIAL ELECTION TO BE HELD IN MINDEN, WEBSTER PARISH, LOUISIANA, FOR THE PURPOSE OF ELECTING A COUNCIL REPRESENTATIVE FOR DISTRICT A FOR THE CITY OF MINDEN TO ELL THE VACANCY AND UNEXPIRED TERM CREATED BY THE RESIGNATION OF HERBERT TAYLOR, III, COUNCIL REPRESENTATIVE FOR DISTRICT A OF THE CITY OF MINDEN, STATE OF LOUISIANA.

WHEREAS, the resignation of Herbert Taylor, III, council representative, effective March 30, 2020, has created a vacancy for the District A council representative; and

WHEREAS, the governing authority of Minden is given the authority and responsibility under the provisions of La. R.S. 18:602(A) to fill a vacancy in the position of Council Representative of the City of Minden by special election where the unexpired term exceeds one (1) year; and

WHEREAS, the vacancy created by the resignation of Herbert Taylor, III, council representative for District A of the City of Minden, State of Louisiana, results in creating an unexpired term in excess of one (1) year;

NOW THEREFORE, BE IT RESOLVED, that the City of Minden does hereby authorize and call a special election to be held in Minden, Webster Parish, Louisiana, for the purpose of electing a District A Council Representative for the City of Minden to fill the vacancy created by the resignation of Herbert Taylor, III for the unexpired term of his office as council representative for District A of the City of Minden, State of Louisiana;

BE IT FURTHER RESOLVED that this election shall be held on November 3, 2020, the date of the primary election in the State of Louisiana, and that the general election to be held on December 5, 2020. The qualifying dates for said election shall be July 15, 16, and 17, 2020, and the election shall be conducted in accordance with the election laws of the State of Louisiana,

BE IT FURTHER RESOLVED that the City Clerk shall send a copy of this proclamation by certified or registered mail to the Clerk of this District Court for Webster Parish, Louisiana, and also the Louisiana Secretary of State, and shall further cause this resolution to be published in the Minden Press-Herald, a newspaper having general circulation in Webster Parish, Louisiana, as required by law.

BE IT FURTHER RESOLVED that the residents of the election shall be promulgated as required by law.

On	motion	of			and	seconded	by
N			, the above Res	solution was adopt	ed by 1	the following	vote
on this	_ day of		, 2020,				
AYES:		•					
NAYS:			•				
ABSTAIN:							
ABSENT:							
			•				
				Terry L. Gardn	er, Ma	yor	
ATTEST:			•				
							•
t of t							•
ity Clerk							

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## **Minden City Council**

Monday, June 1, 2020

### Minden City Hall - Council Chambers

### **Agenda Fact Sheet**

Agei	nda Item:
<b>(</b> 5)	Award Bid No. 1-20, Rehabilitate Runway 1/19, Airport Improvement Program

### **Discussion:**

Bid Tab sheet is attached.

### **Suggested Wording of Motion:**

"I move to award Bid No. 1-20, Rehabilitate Runway 1/10, Airport Improvement Program, to the lowest qualified bidder meeting all requirements."

Motion by:	Second by:	
Ayes:	Nays:	
Absent:	Abstain:	

# MIDNEN AIRPORT RUNWAY REHABILITATION FAA AIP No. 3-22-0032-013-2020 State Project No. H.014036 Minden Bid No. 01-20

Bid Date: Tuesday, May 19, 2020 at 2:00 PM

# **BID RESULTS**

CONTRACTOR	LICENSE NO.	BID	Acknowledge Addenda	TOTAL BID
Benton & Brown	17464	×	1/2	\$1,737,452.50
Regional Construction	40486	×	1/2	\$1,778,749.00
Tatum Excavating Co.	59427	×	1/2	\$2,799,805.00
		i i i i i i i i i i i i i i i i i i i		170170
		TOTAL DESIGNATION OF THE PROPERTY OF THE PROPE		THE THE THE SECOND PROCESSION STATES
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### **Minden City Council**

Monday, June 1, 2020

Minden City Hall - Council Chambers

### **Agenda Fact Sheet**

(K) Award Bid No. 2-20, Airfield Lighting Improvements, Airport Improvement Program

Agenda Item:		

### **Discussion:**

Bid Tab sheet is attached.

### **Suggested Wording of Motion:**

"I move to award Bid No. 2-20, Airfield Lighting Improvements, Airport Improvement Program, to the lowest qualified bidder meeting all requirements."

Motion by:	Second by:	
Ayes:	Nays:	
Absent:	Abstain:	

# MIDNEN AIRPORT AIRFIELD LIGHTING IMPROVEMENTS FAA AIP No. 3-22-0032-013-2020 State Project No. H.XXXXXX Minden Bid No. 02-20

Bid Date: Tuesday, May 19, 2020 at 2:30 PM

# **BID RESULTS**

CONTRACTOR	LICENSE NO.	BID BOND	Acknowledge Addendum	TOTAL BID
Airfield Western, LLC	53559	×	¥ T	\$174,259.00
Ouachita Electrical	48128	×	1	\$138,406.00
Wilhite Electric	10173	X	П	\$121,177.00
Wye Electric	13082	X	1	\$135,276.00
Preferred Electric, Inc.	25666	X	I	\$224,965.00
Ernest P. Breaux Electrical	62810	X	-	\$165,000.00
				- 10 T T T T T T T T T T T T T T T T T T

### **Minden City Council**

Monday, June 1, 2020

### Minden City Hall - Council Chambers

### **Agenda Fact Sheet**

Ag	en	da	Ite	m:

(1) Award Bid No. 3-20, 2020 Road Overlay Project

### **Discussion:**

Bid Tab sheet is attached.

### **Suggested Wording of Motion:**

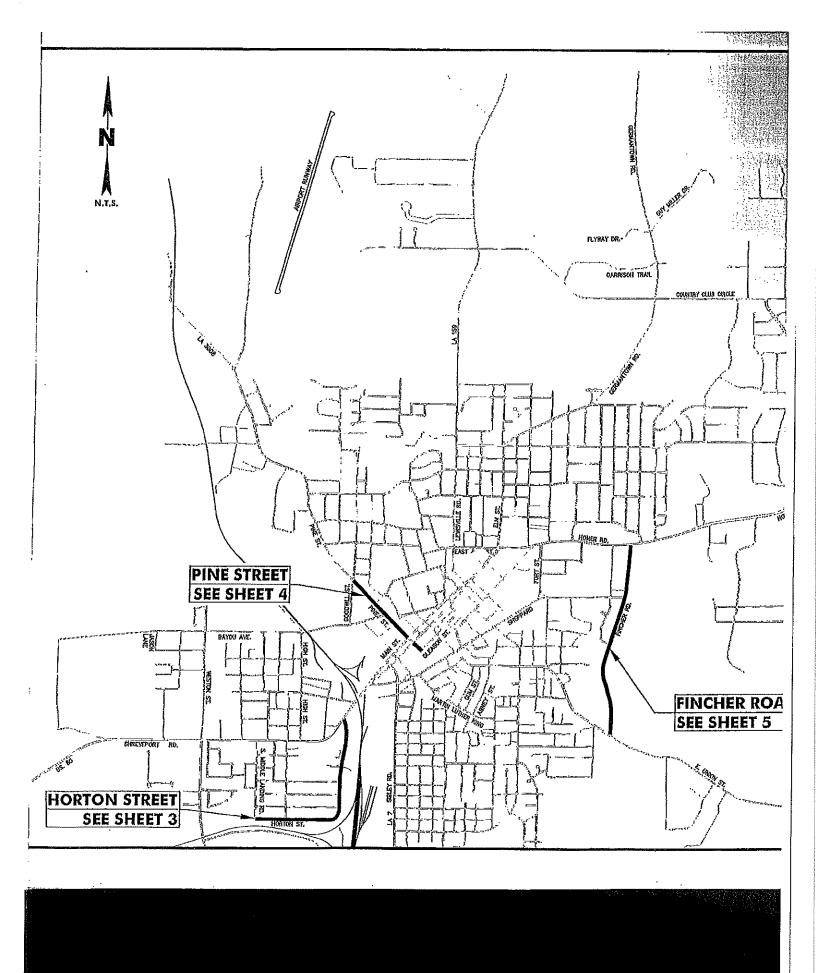
"I move to award Bid No. 3-20, 2020 Road Overlay Project, to the lowest qualified bidder meeting all requirements."

Motion by:	Second by:	
Ayes:	Nays:	<del></del>
Absent:	Abstain:	

2020 Road Overlay Project City of Minden Bid No. 3-20

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@ 1:00 pm	
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7797.00	BOND	ADD #1	City Lic. No. Bid No.	City Bid No.	BASE BID	ALT. NO. 1:	ALT. NO.	TOTAL BID: BASE BID PLUS ALTERNATES
Benton & Brown, LLC	×	N/A	17464	3-20	\$542,700.00	N/A	N/A	\$542,700.00
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Monday, June 1, 2020 Minden City Hall – Council Chambers

Age	enda Fact Sheet
Agenda Item:	
(M) Budget/Financial Report for Febr	ruary, March and April of 2020
Discussion:	
Michael Fluhr, acting City Clerk, will pro February, March and April of 2020	esent the Budget/Financial Report for the month of
Suggested wording of motion:	
No motion is required.	
MOTION:	SECOND:
AYES:	NAYS:
ABSENT:	ABSTAIN:

Monday, June 1, 2020 Minden City Hall – Council Chambers



### Agenda Item

### (N) Police Report

TOTAL	
Judicial Education	\$6.50
Judicial Building Fund	
Disability Affairs	
Trust Fund	
LA Traumatic Head & Spinal Cord Injury	
Court Case Mgment. Information System .	\$72.00
Agency Analysis	\$0.00
State Analysis	
DARE	
Off-duty Witness Fee	
LA Commission on Law Enforcement	\$26.00
WARE Center	\$180.00
Community Service	\$0.00
Clerk's Fund	\$48.00
Victim's Fund	
Indigent Defender	\$1,025.00
Marshal's Office	
City Court	\$804.50
Crime Lab	\$190.00
District Attorney's Office	\$0.00
City Fines	\$5,930.50

### Suggested wording of motion:

"I move to accept	the Police Report t	for February of 2020,	as presented.'
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MOTION BY:	SECOND BY:
AYES:	NAYS:
ABSTAIN:	ABSENT:

Days

Docket Date																						T		-										T			
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Monday, June 1, 2020 Minden City Hall – Council Chambers



### Agenda Item

### (0) Police Report

City Fines	\$6,219.50
District Attorney's Office	\$0.00
Crime Lab	
City Court	
Marshal's Office	
Indigent Defender	\$1,030.00
Victim's Fund	
Clerk's Fund	
Community Service	\$0.00
WARE Center	
LA Commission on Law Enforcement	
Off-duty Witness Fee	\$296.00
DARE	
State Analysis	
Agency Analysis	
Court Case Mgment. Information System	
LA Traumatic Head & Spinal Cord Injury	
Trust Fund	\$70.00
Disability Affairs	
Judicial Building Fund	\$240.00
Judicial Education	
TOTAL	

### Suggested wording of motion:

MOTION BY:	SECOND BY:
AYES:	NAYS:
ABSTAIN:	ABSENT:

MARCH, 2020

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Monday, June 1, 2020 Minden City Hall – Council Chambers



### **Agenda Item**

### (₽) Police Report

City Fines	\$1,164.00
District Attorney's Office	
Crime Lab	\$80.00
City Court	
Marshal's Office	
Indigent Defender	\$560.00
Victim's Fund	
Clerk's Fund	
Community Service	\$0.00
WARE Center	
LA Commission on Law Enforcement	\$16.00
Off-duty Witness Fee	\$159.50
DARE	
State Analysis	\$0.00
Agency Analysis	
Court Case Mgment. Information System	\$39.00
LA Traumatic Head & Spinal Cord Injury	
Trust Fund	\$40.00
Disability Affairs	\$0.00
Judicial Building Fund	\$130.00
Judicial Education	\$4.00
TOTAL	

### Suggested wording of motion:

"I move to accept the Police Report for April of 2020, as presented."

MOTION BY:	SECOND BY:
AYES:	NAYS:
ABSTAIN:	ABSENT:

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							110000	THEY THOMAS	CHEATHAM TOWNY	CHEATLAND TOWNS	DIXON JOHN	GOLDEN JAMARIS	SMITH 141 IVAL	JONES, ZOEY	FISHER, JIMMY	ONEAL, EMILY	NOLEN, NEKAGIE	COMBS, ALONZO	UZZLE, JOSHUA	THOMPSON, AUNTRAVIRUS	TAYLOR, LAUREN	TOUAR, BRET	PULSIFER, SHARON	DAVIS, LARRY	CACHT, ITZXTIL	NAME OF THE PARTY			CHIEF OF FORCE MONITOR ACTION FOR
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			CASE NO NAME	CONVICTIONS WHOSE FINES WERE NO	CHIEF OF POLICE MONTHLY REPORT FOR APRIL 2020
			DOCKET NO.	T COLLECTED	OR APRIL 2020
DUE TO COVID-19	THERE WAS NO COURT IN APRIL 2020		CHARGE		THE PROPERTY OF THE PROPERTY O
			DISPOSITION		
			DOCKET DATE		

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