

Minden City Council
SPECIAL SESSION



Monday, March 25, 2024 – 4:30 p.m.
City Hall – Pelican Conference Room

AGENDA ITEMS

Prayer: Michael Roy
Pledge: Andy Pendergrass

Call Meeting to Order
Welcome: Mayor Nick Cox
Additions to Agenda:
Public Comments

(To allow comments on any of the following items prior to action.)

- (1) Authority to Advertise for Bids for Gasoline and Diesel Fuel for City-Owned Vehicles**
- (2) Adopt Resolution – Amending the City of Minden 2023-2024 Budget**

Announcements – Council Comments – Adjournment

Minden City Council

Special Session

Monday, March 25, 2024

Minden City Hall – Pelican Conference Room



Agenda Fact Sheet

Agenda Item:

(1) Authority to Advertise for Bids for Gasoline and Diesel Fuel for City-Owned Vehicles

Discussion:

See attached.

Suggested Wording of Motion:

“I move to authorize the City Clerk to advertise for bids for the purchase of gasoline and diesel fuel for City-owned vehicles.”

MOTION: _____ SECOND: _____

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

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

Bid # 03 - 2024

ADVERTISEMENT FOR BIDS

The City of Minden seeks sealed bids to furnish Branded Unleaded Gasoline and Diesel Fuel to City owned vehicles.

Sealed bids marked "Bid 03-2024 — Branded Unleaded Gasoline and Diesel Fuel, City of Minden" shall be addressed to the City Clerk of the City of Minden, and delivered to the City Clerk's Office located at Minden City Hall, 520 Broadway Street, Minden, Louisiana 71055 not later than 10:00 A.M. local time, on April 25, 2024. Any bid received after the specified time and date will not be considered. The sealed bids will be publicly opened and read aloud shortly after the 10:00 A.M. submission deadline on April 25, 2024, at the Cypress Conference Room located at Minden City Hall, 520 Broadway Street, Minden, Louisiana 71055.

Bidders should submit fuel prices based on the weekly average price as reported by the oil Price Information Service (OPIS) including all applicable taxes plus a firm mark up.

The information for Bidders, Bid Form and Specifications may be obtained at the City Clerk's office located at Minden City Hall, 520 Broadway Street, Minden, Louisiana 71055.

The information for Bidders, Bid Form and Specifications will also be available online at www.BidExpress.com. If bidding online, all interested bidders must register for the project online. If bidders encounter any problems accessing Bid Express, please contact Bid Express, 888-352-2439.

The Owner reserves the right to reject any and all bids for just cause; such actions will be in accordance with Title 38 of the Louisiana Revised Statutes.

No bidder may withdraw his/her bid within forty-five (45) days after the actual date of the opening thereof.

Any person with disabilities requiring special accommodations must contact the City of Minden at (318) 377-2144 no later than seven (7) days prior to bid opening.

The Owner hereby notifies all bidders that in regard to any contract entered into pursuant to this advertisement, that Minority Business Enterprises will be afforded equal opportunity to submit offers in response to this invitation and will not be discriminated against on the grounds or race, color, sex, national origin or disability in consideration for an award.

City of Minden

Melaney Langford
City Clerk

Publication Dates: April 3, 2024
April 10, 2024
April 17, 2024

Minden City Council Special Session

Monday, March 25, 2024

Minden City Hall – Pelican Conference Room



Agenda Fact Sheet

Agenda Item:

(2) Adopt Resolution – Amending the City of Minden 2023-2024 Budget

Discussion:

See attached.

Suggested Wording of Motion:

“I move to adopt a Resolution to Amend the City of Minden 2023-2024 Budget, as presented.”

MOTION: _____

SECOND: _____

AYE(S): _____

NAY(S): _____

ABSENCE(S): _____

ABSTENTION(S): _____

RESOLUTION

**A RESOLUTION TO AMEND THE
CITY OF MINDEN 2023-2024 BUDGET**

WHEREAS, the City of Minden budget for the year 2023-2024 was approved on September 5, 2023; and

WHEREAS, a public hearing on said budget was held on September 5, 2023, 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 2023-2024 be made:

2023-2024 Budget Amendment – General Fund

	Expense	Revenue	
01-20-4317102	460,000		Street Overlay
01-00-3901020		(460,000)	Transfer from Capital Improvement

Amend Budget to Recognize Transfer of Funds from Capital Improvement Fund to General Fund

Amend Budget to Recognize Additional Street Overlay Costs to be Paid from General Fund

2023-2024 Budget Amendment – Capital Improvement (Streets)

	Revenue	Equity	
19-00-3901003	260,000		Fund Balance
19-2900101		(260,000)	Fund Balance

Amend Budget to Recognize Correct Fund Balance

2023-2024 Budget Amendment – Capital Improvement (Streets)

	Expense	Expense	
19-00-4119001	260,000		Transfer to General Fund
19-00-4117102		(260,000)	Street Overlay

Amend Budget to Record Transfer of Funds from Capital Improvement Fund to General Fund and Decrease Budgeted Street Overlay Cost

Costs of Capital Outlay to be Recognized in General Fund

2022-2023 Budget Amendment – Capital Improvement (Electric)

	Expense	Equity	
18-00-4119001	200,000		Transfer to General Fund
18-2900101		(200,000)	Fund Balance

Amend Budget to Record Transfer of Funds to General Fund to Cover Capital Improvement Expenses

The foregoing resolution was read, considered, and adopted this ___ day of _____, 2024.

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 _____, 2024.

Melaney Langford, City Clerk
City of Minden, Louisiana