



## **SPECIAL CALLED MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF GLUCKSTADT, MISSISSIPPI**

### **FY24 BUDGETARY WORKSHOP #3**

**Tuesday, August 15, 2023, at 5:00 PM**

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### **Minutes**

This notice and agenda of the Special Called Meeting of the Mayor and Board of Aldermen is hereby given by the undersigned. Said meeting shall be held on Tuesday, August 15, 2023, at 5:00 PM in the Board Room at City Hall, located at 343 Distribution Drive, Gluckstadt, MS 39110.

The business to be brought before the meeting shall be limited to the following:

#### **1. Call Meeting to Order and Roll Call**

The Mayor called the August 15, 2023, special called meeting (FY24 Budgetary Workshop #3) of the Mayor and Board of Aldermen to order. The Mayor presented the Notice of Special Meeting of the Mayor and Board of Aldermen of the City of Gluckstadt, Mississippi acknowledged by all Aldermen. (Exhibit "A").

Board Members Present: Mayor Walter C. Morrison, Alderman John Taylor, Alderwoman Miya Warfield Bates, Alderman Jayce Powell, Alderman Wesley Slay, Alderwoman Lisa Williams.

Staff Members Present: City Clerk Lindsay Kellum, Deputy Clerk Scott Maugh, Executive Assistant Janet Brooks, City Financial Planner Tim Youngblood, Planning and Zoning Director Mike McCollum, Building Official William Hall, Executive Assistant Bridgette Smith, Chief of Police Wendell Watts, Assistant Chief of Police Barry Hale, Court Clerk Stephanie Gerlach, and Deputy Court Clerk Lauren Canoy.

City Attorney John Scanlon and City Attorney Zachary Giddy were absent.

#### **2. Opening Prayer and Pledge of Allegiance**

No action taken.

#### **3. New Business**

- A) Consideration and Approval: Stantec Engineering Task Order #5 (Gluckstadt Road Improvements Project Application) & #6 (Calhoun Station Parkway from Gluckstadt Road to Stout Road CMPDD Maintenance Project Application)**

The Mayor requested a motion to approve the Stantec Task Orders (#5, Gluckstadt Road Improvements and #6, Calhoun Station Parkway Maintenance). (*Exhibit "B"*). Motion made by Alderman Taylor, Seconded by Alderman Slay.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

**B) Consideration of Budgetary Finalization Timeline & Request for Authorization to Publish Notice of Public Hearing (FY24 Tax Levy & Proposed Budget Summary)**

*The City Clerk presented a budget finalization timeline (including statutory deadlines) to the board (Exhibit "C") and requested authorization to publish notice of public hearing for the FY24 tax millage levy and proposed FY24 budget summary (setting the public hearing date for September 5<sup>th</sup> at 6:00 pm and adoption of FY24 budget for the September 12<sup>th</sup> regular meeting).*

The Mayor requested a motion to approve the budget finalization timeline and authorize Ms. Kellum to publish notice of public hearing for the FY24 tax millage levy, as well as publish the proposed FY24 budget summary in accordance with statutory deadlines and requirements; additionally, the he requested the board set the public hearing for the FY24 tax levy for September 5<sup>th</sup> at 6:00 pm and the formal budget adoption for the September 12<sup>th</sup> regular meeting of the board). Motion made by Alderman Powell, Seconded by Alderwoman Bates.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

**4. Old Business**

**A) FY24 Budgetary Workshop #3: Discussion and Consideration of Finalizing FY24 Budget**

*Financial Planner Tim Youngblood and City Clerk Lindsay Kellum presented the \*revised\* proposed FY24 municipal budget (Exhibit "D") and discussed the following items with the Mayor and Board of Aldermen:*

**Revenue Projections, FY24:**

- City Millage Rate
- Ad Valorem Tax
- Sales Tax
- Permitting and Licensing Revenue
- Traffic & Court Fines
- Franchise Fees
- Grant Funding
- State and County Allocations/Funding
- Other Sources of Revenue

## **Estimated Expenditures and Departmental Budgets, FY24:**

- City Administration, Tim Youngblood & Lindsay Kellum
- Legislative Department, Tim Youngblood & Lindsay Kellum
- Mayor's Department, Tim Youngblood & Mayor Walter Morrison
- City Clerk's Department, Tim Youngblood & Lindsay Kellum
- Public Works/ Street Department, Tim Youngblood & Mike McCollum
- Planning and Zoning, Tim Youngblood & Mike McCollum
- Building Department, Tim Youngblood & William Hall
- Police Department & Emergency Mgmt Dept., Tim Youngblood & Wendell Watts
- Municipal Court Department, Tim Youngblood & Stephanie Gerlach
- Fire Department, Tim Youngblood & Lindsay Kellum

*Employee pay raises were discussed in detail (the board settled on 5% raises across the board, that will be accrued yearly on the employee's anniversary with the city; those employees who have hit their one year mark in FY23 but not yet received a raise will accrue the 5% beginning October 1st); the Mayor directed the City Clerk's Office to work with the Todd Butler, the city's employment law attorney, on development of employee evaluations over the next several months and to bring a draft policy back to the board for review at a future meeting, therefore increasing the employment law consulting budget. Lastly, public works discussed the need for an administrative assistant dedicated solely to their department and requested the proposed budget include salary, office equipment, as well as furniture and fixtures considerations, to secure this employee in FY24.*

*The Financial Planner and City Clerk agreed to make all requested adjustments ahead of the final proposed budget being submitted for publication.*

The Mayor then requested a motion to approve the publication of the final version of the proposed FY24 budget, with the agreed-upon amendments, as discussed above. Motion made by Alderman Powell, Seconded by Alderwoman Bates.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

### **5. Public Comment**

*No members of the public signed up to address the board.*

### **6. Closed Session to Determine Need for Executive Session**

*The board determined there was no need to enter closed determination or executive session.*

No action taken.

### **7. Adjourn**

There being no further business before the Board of Aldermen, the Mayor requested a motion to adjourn. Motion made by Alderman Powell, Seconded by Alderwoman Williams.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried, and the meeting was adjourned.

*Walter Morrison*

WALTER C. MORRISON, IV  
MAYOR

ATTEST:

DATE:

*Lindsay Kellum*

*8/15/23*

LINDSAY D. KELLUM  
CITY CLERK

[Seal]

