



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, OCTOBER 6, 2025 | 6PM

4th committee meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.
A quorum of Council will be present.

**FINANCE AND POLICY COMMITTEE
MEETING
OCTOBER 6, 2025, 6PM
CITY HALL - COUNCIL
CHAMBERS 5 E. BUTLER
ROAD**

Committee Members: Michael Reynolds (Chair), Members Carol King and Taft Matney

- | | |
|---|----------------------|
| 1. <u>Call to Order</u> | Chairperson Reynolds |
| 2. <u>Public Comment</u> | Chairperson Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | Chairperson Reynolds |
| a. Finance Committee Minutes-August 4, 2025
[Pages 3-5] | |
| 4. <u>Reports or Communications from City Officers</u> | Chairperson Reynolds |
| a. City Administrator Seth Duncan | |
| b. Finance Director Holly Abercrombie | |
| c. HR Director Mark Putnam | |
| 5. <u>Unfinished Business-</u> None | Chairperson Reynolds |
| 6. <u>New Business-</u> | Chairperson Reynolds |
| a. Council Rules and Procedures [Pages 6-11] | |
| 7. <u>Public Comment</u> | Chairperson Reynolds |
| 8. <u>Committee Concerns</u> | Chairperson Reynolds |
| 9. <u>Adjournment</u> | Chairperson Reynolds |

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
AUGUST 4, 2025, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
2nd committee meeting

Committee Members present: Michael Reynolds (Chair), Members Carol King and Taft Matney
Others present: City Administrator Seth Duncan, Finance Director Holly Abercrombie and HR Director Mark Putnam

1. Call to Order- Chairman Reynolds

2. Public Comment- None

3. Reading and Approval of Minutes

a. Finance Committee Minutes-June 2, 2025

Motion: Councilwoman King made a motion to accept the minutes with Councilman Matney seconding.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers

a. City Administrator Seth Duncan

Mr. Duncan reported Prince of Egypt would open in a couple of weeks at the Cultural Center.

Work continues on 276.

The Ashmore Bridge project has been completed by SCDOT.

b. Finance Director Holly Abercrombie
Budget Review

Ms. Abercrombie reported the new budget looks good.

c. HR Director Mark Putnam

Mr. Putnam reported the employee evaluation process has started and will continue through mid-September.

The City is partnering with a new Employee Assistance Program which will be a little less expensive than the current. To kick this off, the City will hold a Health Day on September

23rd.

5. Unfinished Business- None

6. New Business-

a. Discussion: Committee & Council Rules: Mauldin Code Sec. 2-33

Mauldin City Council has adopted policies and procedures for the operation, conduct, voting criteria, and other guidelines for the purpose of conducting Committee Meetings, Council Meetings, and voting eligibility. Staff seeks guidance from the Committee with regards to potential changes to rules and procedures in order to ensure the rules remain relevant, effective, and reflect the will of Council.

Council last amended rules and procedures for Meetings as follows:

- Committee Rules – February 2021
- Council Rules – June 2005
- Section 2-33, Mayor presiding officer; quorum [voting] – Ordinance No. 753, May 20, 2013.

Councilwoman King stated she thinks the committee rules look good and the only thing she would like to look at is the remote voting portion.

Councilman Matney said he would like to hear discussion from all members of Council and would like to have this discussed in a Council workshop. The other committee members agreed. A date will be set for a workshop. He would like to look at committee size, possibly with five members per committee instead of three so there are not any inadvertent meetings between members.

b. FY2025 Preliminary Year End Summary Memo

Ms. Abercrombie reported that in this preliminary summary, revenues are over budget. Property taxes have been coming in steadily, but the biggest revenue source is business licenses. Permit numbers are also up and provided revenue to the City. The numbers will be final in November.

Expenditures are 2% under, so the numbers are where they should be. Staff has a plan for the budget overage and would like the approval of Council.

Motion: Councilman Matney made a motion to send this item to Council with a recommendation of approval of the plan for the unallocated funds. Councilwoman King seconded the motion.

Councilman Matney said City Hall operated well during Hurricane Helene with what we had, but a full-sized generator to run City Hall would be money well spent.

Vote: The vote was unanimous (3-0).

7. Public Comment- None

8. Committee Concerns- Councilman Matney thanked all staff for the work on Amp'd Up Fridays.

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:37 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: October 6, 2025

AGENDA ITEM: 6a

TO: Finance & Policy Committee
FROM: Seth Duncan, City Administrator
SUBJECT: City Council Rules and Procedures

REQUEST

Following Council’s Workshop recently, a draft of revised City Council Rules and Procedures is being proposed based upon the feedback from Council.

HISTORY/BACKGROUND

Council last revised City Council Meeting Rules and Procedures in 2005 and recently held a workshop to discuss potential changes. The proposed changes focused on clarifying public comment periods to reflect the will of Council. The changes being proposed provide clearer guidelines for the presiding officer to allocate up to 5 minutes per speaker or less time if appropriate.

ANALYSIS or STAFF FINDINGS

Below is a list of changes made which are also identified in the accompanying document and noted in red.

- “Presiding officer” replaced “Mayor” in a number of instances where appropriate
- Section 4. Addressing the Council – clarified conduct of speakers and purpose, and speakers time
- Section 5. Addressing the Council: Public Hearings – added discretion for the presiding officer
- Various formatting changes

RECOMMENDATION

Staff recommends adopting the Rules and Procedures as presented or with any requested modifications.

ATTACHMENT(S)

- City Council Rules & Procedures

City of Mauldin
Mauldin City Council
Meeting Rules and Procedures

~~(Adopted February 18, 2002)~~

~~(Amended February 16, 2004)~~

~~(Amended May 16, 2005)~~

~~(Amended June 20, 2005)~~

(Amended October 20, 2025)

Section 1. Rules, Purpose, and Effect.

Section 2. Presiding officer.

Section 3. Order of Business; Regular meetings.

Section 4. Addressing the Council; Regular Meetings.

Section 5. Addressing the Council: Public hearings.

Section 6. Executive sessions.

Section 1. Rules, Purpose, and Effect.

1. The City Council's meetings must be noticed and conducted in accordance with applicable open meeting statutes and other law.
2. These rules and procedures are adopted by the City Council of the City of Mauldin under the Council's authority as provided by state statute and municipal code for determining their own rules and conduct of its meetings. Where not inconsistent with these rules and procedures or other applicable law, the current edition of *Robert's Rules of Order Newly Revised* will be used as a supplementary guideline and general parliamentary procedure will be observed in the conduct of the Council's meetings.
3. The Mayor, or a majority of the Council, may suspend the strict observance of these rules and procedures and any applicable provisions of *Robert's Rules* for the timely and orderly progression of the meeting.

Section 2. Presiding officer.

1. As provided by the City Code, the Mayor, or in the Mayor's absence, the Mayor Pro Tempore is the presiding officer of the City Council and will preside over all City council meetings.
2. The presiding officer will preserve order and decorum at all meetings of the City Council to allow for the orderly conduct of the business of the meeting and to provide persons in attendance with an interest in all agenda items to have an opportunity to have their item of interest duly considered by the Council, including a fair opportunity for interest persons to speak on public hearing items.
3. Any decision by the ~~Mayor~~ **presiding officer** on procedural items is final, subject only to the appeal of the whole Council as provided in *Robert's Rules*.

Section 3. Order of Business; Regular meetings.

1. The order of business at the regular meetings of the City Council shall be as follows:
 - Call to order (Invocation, Pledge of Allegiance).
 - Reading and approval of the minutes.
 - Public comment on items appearing on the agenda.
 - Reports or communications from city officers.
 - Reports from standing committees.
 - Reports from special committees.
 - Unfinished business.
 - New business.
 - Public comment on matters not appearing on the agenda.
 - Council requests.
 - Adjournment.

2. The ~~Mayor~~ **presiding officer**, or a majority of Council, may decide to consider items out of sequence from the printed agenda for the meeting. The Council cannot act on any items not listed on the agenda unless an emergency exists.

Section 4. Addressing the Council; Regular Meetings.

1. Any person wishing to address the Council must fill out the Speaker's Log before the start of the meeting. The Log shall indicate the speaker's name, address, and the agenda item or subject matter on which the person wishes to speak. No one will be allowed to sign the Speaker's Log after the Call to Order. ~~Citizens~~ **Speakers** will be allowed to speak on any matter other than personnel matters and matters under litigation. **Speakers will direct all comments to the presiding officer as this is an opportunity for Council to hear comments from the public and it is not a question and answer sessions.** Prior to Council's consideration of any item on the agenda for that night's meeting, persons indicating a desire to speak on ~~any~~ **an** agenda item will speak in the order in which they registered. ~~Presentations~~ **A speaker's time** will be limited to **not exceed** five minutes **(time limit set by the presiding officer)** per person, **and all speakers combined** will not exceed thirty minutes ~~for all citizen comments~~.

Following the conclusion of Council's consideration of the business items on the agenda, those persons signed up to speak on items not on the agenda will have an opportunity to speak about matters not listed on that night's agenda. ~~Presentations~~ **A speaker's time** will be limited to **not exceed** five minutes per person, **and will** not ~~to~~ exceed thirty minutes, minus the time used by persons to speak on items listed on the agenda.

2. Proper decorum must be observed by members of Council, by speakers, and by the audience. The ~~Mayor~~ **presiding officer** shall keep control of the meeting and require the speakers and the audience to refrain from abusive and profane remarks, disruptive outbursts, applause, protests, or other conduct that disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Council members, City staff, or members of the public are not allowed. It is inappropriate to use a public hearing or the public comment period for the purposes of making political speeches, including threats of political action. Engaging in such conduct, and failing to cease with such conduct on the request

of the Mayor, will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room, at the direction of the Mayor **presiding officer**.

Section 5. Addressing the Council: Public Hearings.

1. Any person wishing to address the Council must fill out the speaker's log before the start of the meeting. The log shall indicate the speaker's name, address, and the agenda item or subject matter on which the person wishes to speak.
2. The time limit for each speaker's comments will be limited to a maximum of five minutes. Speakers may be limited to less than five minutes in consideration of the number or people wishing to speak, the length of the agenda, and the timely and orderly progression of the meeting, **and at the discretion of the presiding officer**.
3. Applicants on public hearing items and their attorneys, representatives, experts, and supporting witnesses are not necessarily limited to a total of five minutes, but must be concise and coordinate their presentations to avoid repetition and unnecessary length. At the discretion of the chair, rebuttal comments by the applicant or applicant's representative may be allowed. If allowed, rebuttal comments will address matters and questions raised in the public hearing or questions raised by Council. Rebuttal comments must be brief.
4. The purpose of public comment is to provide information and the speaker's view for consideration by Council. Any questions raised by the speaker will not be answered by Council during the public hearing, but will be referred for follow-up by the City Administrator or City Staff after the conclusion of the public hearing. It is not appropriate in the public hearing or public comment period for the speakers to debate the matter with other speakers, the audience, or members of Council. All comments should be addressed through the chair. After being recognized by the Chair, the Council may pose questions to the speakers, any applicant's representative, and the City staff. Except when answering a direct question from a Council member, all remarks will be addressed to the Council as a whole, and not to individual members.
5. Proper decorum must be observed by members of Council, by speakers, and by the audience. The Mayor shall keep control of the meeting and require the

speakers and the audience from abusive and profane remarks, disruptive outbursts, applause, protests, or other conduct that disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Council members, City staff, or members of the public are not allowed. It is inappropriate to use a public hearing or the public comment period for the purposes of making political speeches, including threats of political action. Engaging in such conduct, and failing to cease when such conduct on the request of the Mayor, will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room, at the direction of the Mayor.

Section 6. Executive Sessions.

1. Executive sessions may be called in accordance with state law. Prior to going into executive session, council shall vote on the question of closing the meeting and going into executive session. Upon a favorable vote, the chair shall announce the executive session's purpose.
2. Council may not take any "formal action" in executive session. Formal action means a recorded vote committing the council to a specific course of action.
3. No matters may be discussed in executive session except for the announced purpose of the executive session.
4. If written materials are presented in executive session, council members shall be given at least five minutes to review the material prior to any discussion.
5. Prior to the adjournment of the Executive Session, the chair shall give every council member a chance to speak. Every member shall have one turn. Turns shall be according to council seat numbers with the first member to speak being rotated accordingly.
6. No votes may be taken in Executive Session except to adjourn or return to public session.