

**MINUTES**  
**FINANCE AND POLICY COMMITTEE MEETING**  
**DECEMBER 1, 2025, 6PM**  
**CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD**  
1<sup>st</sup> committee meeting

Committee Members present: Michael Reynolds (Chair), Members Carol King and Taft Matney  
Others present: City Administrator Seth Duncan, HR Director Mark Putnam, and Assistant City Administrator Greg Saxton. Finance Director Holly Abercrombie was not present.

**1. Call to Order-** Chairman Reynolds

**2. Public Comment-** None

**3. Reading and Approval of Minutes**

a. Finance Committee Minutes-October 6, 2025

**Motion:** Councilwoman King made a motion to approve 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 on upcoming Christmas activities. The annual boards and commissions Christmas dinner is tomorrow night. The tree lighting will be held on Thursday and the Christmas parade is Saturday.

b. HR Director Mark Putnam- Mr. Putnam reported that the annual insurance enrollment went very well. He also advised committee the employee Christmas breakfast will be December 17<sup>th</sup> at 8:30 a.m.

**5. Unfinished Business-** None

**6. New Business-**

a. 2026 Committee, Council Meeting, and Holiday Calendars

In 2026, Martin Luther King, Jr. Day is Monday, January 19th. While the City would typically move the meeting date to the next day, in this instance, moving the meeting to Tuesday, January 20th presents a slight schedule conflict for anyone attending the South Carolina Municipal Association's Hometown Legislative Action Day, also scheduled for the 20th. Staff would like guidance on whether or not to hold the Council Meeting on MLK Day (as done last year), or Tuesday, January 20th.

The second date in conflict with a federal holiday is the Committee Meeting scheduled September 7th, Labor Day. Moving the meeting to Tuesday is typical for the City, but staff would like to affirm with Council the decision to move the date.

Committee discussed moving the Council meeting up a week to January 12<sup>th</sup> to avoid having to meet on the MLK holiday. Committee was fine with moving the September committee meeting to Tuesday, September 8<sup>th</sup>.

**Motion:** Councilman Matney made a motion to move the January Council meeting to the 12th and forward the revised schedule to full Council with the recommendation of approval. Councilwoman King seconded the motion .

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

**7. Public Comment-** None

**8. Committee Concerns-** None

**9. Adjournment-** Chairman Reynolds adjourned the meeting at 6:13 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk