

**CHESTERFIELD COUNTY COUNCIL  
FINANCE COMMITTEE MEETING  
COUNCIL CHAMBERS  
April 24, 2024 . . . . . 10:00 A.M.**

**PRESENT:** Hattie Burns, Committee Chair and Committee Members Todd Smallwood and Douglas Curtis.

**OTHERS PRESENT:** Council Chair Rhett Butler; Council Member Ethan Foard; Timothy L. Eubanks, Administrator; Betty M. Boswell, Clerk to Council; Michelle Stanley, Finance Director; C. Heath Ruffner, County Attorney/Assistant Administrator, Kip Kiser, Coroner and John Melton, Chief Magistrate. There were others in attendance who did not sign the sign-in sheet.

**PRESS:** Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the County Administrative Offices, 178 Mill Street, Chesterfield, SC, and the County Website ([www.chesterfieldcountysc.com](http://www.chesterfieldcountysc.com)). In addition, it was made available to the newspapers and concerned citizens (*upon request*).

**CALL TO ORDER**

Committee Chair Burns called the meeting to order.

**ADOPTION OF AGENDA**

Committee Member Smallwood made a motion to adopt the April 24, 2024 meeting agenda. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**APPROVAL OF MINUTES**

**a. April 10, 2024 – Finance Committee Budget Workshop**

Committee Member Curtis made a motion to approve the April 10, 2024 Finance Committee Budget Workshop Minutes. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**b. April 10, 2024 – Finance Committee Meeting**

Committee Member Smallwood made a motion to approve the April 10, 2024 Finance Committee Minutes. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**UNFINISHED BUSINESS**

**a. Pierce Group Benefits (Service Contract) – Eubanks**

Ms. Kim Wilkes, Human Resource Director, presented the Committee with additional information regarding this matter.

Committee Member Curtis made a motion to continue, as in the past, with supplemental insurance being offered to employees. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**b. ARPA Funds – Stanley**

Ms. Stanley gave the Committee an update on the ARPA Funds.

**c. 2024-2025 General Fund Budget Overview (2nd Draft)**

Ms. Stanley presented the Committee with information items for the Committee to take into consideration for the 2024-2025 General Fund Budget.

Ms. Stanley reviewed the 3<sup>rd</sup> Draft of the 2024-2025 General Fund Budget with the Committee.

**Non-Departmental:**

**Soil and Water Conservation Office:**

- Ms. Stanley advised that the Soil and Water Conservation Office had requested a \$500.00 increase.

Committee Member Curtis made a motion to approve the \$500.00 increase. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**Public Defender:**

- The Public Defender requested a \$10,628.00 increase.

Committee Member Curtis made a motion to deny this request. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**Magistrates:**

The Honorable Judge Melton appeared before the Committee regarding requests for his office.

**Voter Registration:**

- 100 414 100 420 Custodial/Pest: Requested a \$400.00 increase.

Committee Member Curtis made a motion to leave at \$600.00, as is currently budgeted. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**Public Buildings/Maintenance:**

- 100 416 100 720 Buildings/Grounds - Requested the purchase of a mini-excavator.

Ms. Stanley advised she had received estimates for a for a mini-excavator which ranged from \$87,000.00 to \$113,000.00.

There was some discussion regarding this request.

**Sheriff's Department:**

- 100 421 100 800 Animal Control Expenses – Requested \$10,000.00 increase.

Committee Member Curtis made a motion to approve a \$5,000.00 increase. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**Detention Center:**

- 100 421 200 252 Travel/Training – Requested \$10,000.00 increase. The Committee asked staff to obtain more information regarding this request.
- 100 421 200 530 Communications – Requested \$15,000.00 increase. The Committee asked staff to obtain more information regarding this request.
- 100 421 200 846 Prisoner Food Cost – Requested increase of \$19,734.00. The Committee requested staff to obtain more information regarding this request.
- 100 421 200 330 Doctor/Lawyers/Engineers – The Committee requested staff to obtain more information regarding this line item.

**Coroner:**

- Mr. Kip Kiser, Coroner, appeared before the Committee regarding his office requests.

The Committee tabled all requests.

**Animal Shelter:**

- 100 422 500 110 Salaries/Animal Shelter - Temporary part time person – The Committee agreed to leave as currently budgeted.
- 100 422 500 331 Spay/Neuter Voucher Program – The Committee agreed to leave as currently budgeted.

**Economic Development:**

- 100 465 100 742 Vehicles – The Committee agreed to revisit the purchase of vehicles next Fiscal Year.

**Restricted Funds:**

- 400 431 100 892 Sign Supplies – Requested a \$5,000.00 increase. The Committee approved this request.

**Victim Advocate Fund (Under the Sheriff):**

Ms. Stanley advised this department will be requesting a new vehicle within the next two years.

**General Fund Budget:**

Committee Member Smallwood made a motion to give blanket approval to all items decided by the Committee to date. Committee Curtis seconded the motion. Voting in favor of the motion was unanimous.

**EXECUTIVE SESSION**

a. Committee Chair Burns advised that pursuant to S.C. Code § 30-4-70(a)(2), it was necessary for the Committee to enter into executive session for the discussion of negotiations incident to proposed contractual arrangements, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, regarding the following: Teals Mill Rural Volunteer Fire Department, Inc. – fire protection fees.

b. Committee Chair Burns advised that pursuant to S.C. Code § 30-4-70(a)(1), it was necessary for the Committee to enter into executive session for the discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of employees.

Committee Member Smallwood made a motion to enter into executive session. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

Committee Member Smallwood made a motion to exit executive session. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

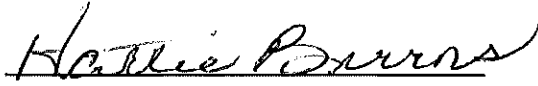
**REGULAR SESSION**

Committee Chair Burns reported the Committee is back in regular session and that no action was taken and no motions were made in executive session other than to exit executive session.

**ADJOURN**

Committee Member Curtis made a motion to adjourn. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

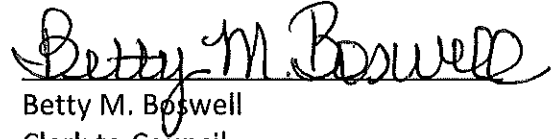
**APPROVED:**



Hattie Burns, Committee Chair  
Finance Committee

Dated: May 1, 2024

**ATTEST:**



Betty M. Boswell  
Clerk to Council