

MINUTES
FINANCE COMMITTEE MEETING
6:150 P.M., JULY 6, 2021
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., July 6, 2021.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Bobby Reishman, Vice Chair
Ben Adams
Becky Ceperley
Mary Beth Hoover

Members Absent:

Brent Burton
Will Laird

Other Councilmembers Present:

Adam Knauff
Keeley Steele

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the June 22, 2021 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 499-21 – Authorizing the Mayor or City Manager to enter into a contract with Martin Marietta to purchase various classes and sizes of aggregate stone at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process, where the prices will remain fixed for one year.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with Martin Marietta to purchase various classes and sizes of aggregate stone at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process, where the prices will remain fixed for one year.

City Manager, Jonathan Storage added that each year, the Street Department puts out a bid for various classes and sizes of aggregate stone for the maintenance and repair of City streets.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 499-21 approved.

	Martin Marietta 300 Star Ave. Ste: 312 Parkersburg WV, 26101 304-485-6994 joseph.mccallister@martinmarietta.com	Shamblin Stone Inc. 70 Dunbar Ave Dunbar WV, 25064 304-766-7318 tmatttox@wvpaving.com	
Item	Price per Unit		
River Gravel			
River Gravel #57	\$25.95 (\$24.91)	\$29.70 (\$28.51)	
Masonry Sand	\$25.25 (\$24.24)	\$27.15 (\$26.06)	
Dry Bed	\$17.60 (\$16.89)	\$23.95 (\$22.99)	
Limestone			
#2	No Bid	No bid	
#3	\$26.95 (\$25.87)	\$27.55 (\$26.44)	
#57	\$26.95 (\$25.87)	\$27.55 (\$26.44)	
#67	No bid	\$28.25 (\$27.12)	
1 1/2 Crusher Run	\$22.50 (\$21.60)	\$27.05 (\$25.15)	
#467	No bid	\$27.55 (\$26.44)	
4" x6"	\$34.25 (\$32.88)	\$29.40 (\$28.22)	
Local Vendor Preference (4%)	YES- 4% is calculated above in parenthesis	YES - 4% is calculated above in parenthesis	

- b. Resolution No. 500-21 - WHEREAS, the McGee Foundation established the City of Charleston Donor Designated Fund ("Fund") with The Greater Kanawha Valley Foundation ("TGKVF") as of December 31, 2020, a copy of said TGKVF Fund Agreement and Joinder ("Fund Agreement") is attached hereto as Exhibit A and incorporated herein by reference;

WHEREAS, the McGee Foundation provided a donation in the amount of \$250,000 to the TGKVF Fund for designated projects and purposes relating to the West Side of the City of Charleston; specifically to be used to create a master plan for improving the lives of all people of every age living and working on the West Side of the City of Charleston and to restore the economic vitality of the West Side Community; and

WHEREAS, the Fund Agreement calls for the City to expend funds in furtherance of the stated purpose of the McGee Foundation's donation and provides that TGKVF will distribute monies from the TGKVF Fund to the City consistent with the terms and conditions of the Fund Agreement; and

WHEREAS, the McGee Foundation has expressed its full support and confidence in the City Administration to expend the donated funds in conformity with the TGKVF Fund Agreement; and

WHEREAS, the TGKVF Fund Agreement the City to engage a third-party organization with a track record of proven results in similar efforts in other cities to coordinate and manage the creation of the master plan; and

WHEREAS, having completed a detailed proposal review and evaluation process, the City Administration recommends the hiring of Jackson/Clark Partners to coordinate, manage, develop, and implement the master plan.

NOW, THEREFORE, be it resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into one or more contracts for services with Jackson/Clark Partners to coordinate, manage, develop, and implement the master plan, including the retention of other competent persons or firms to provide services or materials & supplies in furtherance of plan implementation; provided that TGKVF will distribute monies from the TGKVF Fund pursuant to the terms of the TGKVF Fund Agreement to the City of Charleston and that the authorization made by this resolution may not exceed the cumulative sum of \$250,000.

Storage added that the McGee Foundation has donated \$250,000 to the City in order to develop and implement the plan that is contained within the resolution. Steve Kawash, representing the Foundation, added that the purpose is to set up a community-based embedded philanthropy approach that lets the community and residents drive what they will do. They will form a Steering

Committee who will tell the Foundation what the issues are facing the West Side. A consultant will expand on that, and discuss it further with the residents in order to ensure that the Foundation fully understands their needs. Their intent is to be there for the long term, 10-15 years.

Mayor Goodwin thanked the McGee Foundation as it is a substantial amount of money for a monumental project. It is truly a community-centered approach.

Councilmember Adams thanked the Foundation.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 500-21 approved.

- c. Resolution No. 501-21 - Authorizing the Mayor or City Manager to enter into a contract with Hanson Ready Mix for the purchase of approximately 1,000 cubic yards of portland cement pursuant to a competitive bidding process, where the prices to be charged are included in Exhibit A, attached hereto, and the prices will be fixed for one year.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with Hanson Ready Mix for the purchase of approximately 1,000 cubic yards of portland cement pursuant to a competitive bidding process, where the prices to be charged are included in Exhibit A, attached hereto, and the prices will be fixed for one year.

Storage added that this is also a yearly contract. The price is in-line with previous contracts.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 501-21 approved.

	Hanson Ready Mix 1105 9th St Vienna Wv, 26105 304-485-2191 bradley.rucker@lehig hhanson.com
Item	Price per Unit
(a) Full Load (unload in 30 min or less, per cu. yard, delivered	
Class A 3500# Concrete (per cubic yard)	\$140 (\$134.40)
Class B 3000# (per cubic yard)	\$140 (\$134.40)
Class C 2500# (per cubic yard)	\$135 (\$129.60)
Class D 2000# (per cubic yard)	\$129 (\$123.84)
Controllable Low Strength Material (per cubic yard)	\$111 (\$106.56)
(b) Partial Load Charge (if applicable)	\$125 (\$120.00)
Unloading charge past 30 minutes (hour)	\$100 (\$96)
Cost of adding Fiber to Concrete (per cubic yard)	\$7.75 (\$7.44)
Fuel Surcharge (per load)	\$15.00 (\$14.40)
Local Vendor Preference (4%)	YES- deduction is taken above in parenthesis

- d. Resolution No. 502-21 - Authorizing the Mayor or City Manager to enter into a contract with Compass Minerals for the purchase of approximately 6,000 tons of road salt at a rate of \$79.84 per ton pursuant to a competitive bidding process, where the price will remain fixed for one year.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with Compass Minerals for the purchase of approximately 6,000 tons of road salt at a rate of \$79.84 per ton pursuant to a competitive bidding process, where the price will remain fixed for one year.

Storage added that this contract in “on-call,” meaning that the City only buys what it will need to keep the supplies at the level that Public Works has identified, typically 7,000 tons.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 502-21 approved.

	Morton Salt 444 West Lake Street, Ste: 3000 Chicago, IL 60606 855-665-4540 bids@mortonsalt.com	Compass Minerals 99000 W 109th St Overland Park KS 800-323-1641 highwaygroup@compassminerals.com	Cargill Incorporated 24950 Country Club Boulevard North Olmstead OH 44070 800-600-7258 salt_customercareroadsafety@cargill.com	
Item	Price per Unit	Price per Unit	Price per Unit	
1. Price Per Ton	\$94.73	\$79.84	\$89.55	
Local Vendor Preference (4%)	Did not apply	(\$3.19) \$76.65	Did not apply	

- e. Resolution No. 503-21 - Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction for concrete sidewalk & accessible ramp project construction services for \$457,487.50, pursuant to a competitive bidding process.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with McClanahan Construction for concrete sidewalk & accessible ramp project construction services for \$457,487.50, pursuant to a competitive bidding process.

Storage added that this is also a yearly contract, adding that the Administration is very much in favor of ADA compatibility. He added that this year's cost is significantly more than the previous year due to various market forces and an increase in the amount of work being done. The project cost will be covered by CDBG funds.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 503-21 approved.

- f. Resolution No. 504-21 - Authorizing the Mayor or City Manager to enter into a service contract with Suttle & Stalnaker, PLLC to conduct the City's single audit for FY 2021 in the amount of \$82,080 in accordance with Federal OMB Circular A-133, where the cost includes \$76,000 to Suttle & Stalnaker for the audit contract and \$6,080 to the WV State Auditor's Office for a processing fee and where Suttle & Stalnaker, PLLC was selected through an evaluation process prescribed by the WV State Auditor's Office.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a service contract with Suttle & Stalnaker, PLLC to conduct the City's single audit for FY 2021 in the amount of \$82,080 in accordance with Federal OMB Circular A-133, where the cost includes \$76,000 to Suttle & Stalnaker for the audit contract and \$6,080 to the WV State Auditor's Office for a processing fee and where Suttle & Stalnaker, PLLC was selected through an evaluation process prescribed by the WV State Auditor's Office.

Storage added that the City is required by State law to have a single audit each year. By following a detailed State Auditor procurement process, an RFP was put out and a total of 2 proposals were received. A Committee reviewed the proposals, and determined through a scoring process that the contract be awarded to Suttle & Stalnaker.

Councilmember Jenkins asked if the resolution (which references a one-year term) should be amended to three years, which is the term of the contract. Storage replied that the resolution was drafted to follow the past practices of the City, because each year any firm requires an engagement letter to be signed.

Councilmember Jenkins added that there is an escalation clause on the yearly fee (\$2,000 each year).

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 504-21 approved.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.