

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., MAY 16, 2022
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., May 16, 2022.

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
Brent Burton
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:
None

Other Councilmembers present:
Bruce King

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Robinson asked for unanimous consent to dispense with the reading of the minutes for the May 2, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 648-22 – Authorizing the Mayor or City Manager to execute a lease with Carlisle Development Company LLC to allow for a concrete slab on grade and a pad-mounted glycol chiller in an alley adjacent to Brawley Walkway according to the terms contained in the attached exhibit.

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

The Mayor or City Manager is authorized to execute a lease with Carlisle Development Company LLC to allow for a concrete slab on grade and a pad-mounted glycol chiller in an alley adjacent to Brawley Walkway according to the terms contained in the attached exhibit.

City Manager, Jonathan Storage, added that resolution with authorize a 15-year lease to install a concrete slab that will tale up approximately 33 sq/ft of alley space off of Brawley walkway. This be for a new brew pub on the first floor of the building. There is a one-time lease payment. The project has been vetted by the Planning Director and City Attorney. The alley is not generally used for foot traffic.

Councilmember Jenkins added he approved of anything the City can do to help spur development.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 648-22 approved.

- b. Resolution No. 649-22 – Authorizing the Mayor or City Manager to execute a lease with Heavenly Hops, LLC to allow for an outdoor dining area along Brawley Walkway and Summers Street according to the terms contained in the attached exhibit.

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

The Mayor or City Manager is authorized to execute a lease with Heavenly Hops, LLC to allow for an outdoor dining area along Brawley Walkway and Summers Street according to the terms contained in the attached exhibit.

Storage added that the resolution will authorize a lease of public right of way to accommodate outdoor dining for the pub described in the previous resolution. The pub is seeking to construct decorative fencing along the perimeter of the outdoor dining area. The City must approve all fence designs and the installation of any other structures. The pub must also maintain the appropriate liability insurance. The lease will be for one year.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 649-22 approved.

- c. Resolution No. 650-22 – Approving the renewal of that certain lease between the City of Charleston and the YWCA of Charleston, West Virginia, Inc., dated September 19, 2017, relating to the use of the building and property located 1418 Washington Street, East, as a shelter facility for unhoused women and families.

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

That the renewal of that certain lease between the City of Charleston and YWCA of Charleston, West Virginia, Inc., dated September 19, 2017, relating to the use of the building and property located 1418 Washington Street, East, as a shelter facility for unhoused women and families is approved.

Storage, added that the YWCA has requested a one-time renewal of their lease for five years, according to the terms of their lease. All conditions will stay the same.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 650-22 approved.

- d. Resolution No. 651-22 – Whereas, the City leases various properties from the West Virginia Division of Highways (“WVDOH”) for various purposes;

Whereas, for at least 25 years, the City has maintained at least two lease agreements with the WVDOH relating to the City’s permitted use of areas under the various bridges carrying Interstate 64 in downtown Charleston;

Whereas, the City’s permitted use of the areas under the interstate bridges include storing road salt, heavy machinery, and various equipment & supplies;

Whereas, by letter dated April 8, 2022, the WVDOH advised the City that, due to a large interstate bridge cleaning and painting project, the City may be required to temporarily suspend its use of the leased premises;

Whereas, the City has identified property owned by West Virginia Health Right, Inc., that is suitable for storing equipment, supplies, and salt, should the City be required to temporarily vacate the applicable WVDOH property; and

Whereas, West Virginia Health Right, Inc., is able and willing to lease the property to the City for an 18-month period.

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

That the Mayor or City Manager is authorized to enter into an 18-month lease with West Virginia Health Right, Inc., to occupy all of that certain parcel of land roughly bounded by Morris Street, McDonald Street, Brooks Street, and the railroad tracks in Charleston, West Virginia, as more particularly described as District 11, Map 18, Parcel 21, Kanawha County, West Virginia, and being that same parcel owned by West Virginia Health Right, Inc., pursuant to that certain Deed recorded in the Kanawha County Clerk’s Office at Deed Book 3035, Page 278, where the total rent due under the lease is \$1.00.

Storage added that the purpose of the lease is to prepare for the possible mandatory relocation of various Public Works equipment due to the DoH’s massive bridge cleaning project. The lease term would be for 18 months.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 651-22 approved.

- e. Resolution No. 652-22 – Authorizing the Mayor or City Manager to enter into a contract with HDR Engineering, Inc., in an amount not to exceed \$89,388.67 to perform engineering design and construction management services relating to a project to modify lane configurations and pedestrian crossings at the intersections of Virginia Street, Delaware Avenue, and Central Avenue—known as “Five Corners.”

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 HDR Engineering, Inc., in an amount not to exceed \$89,388.67 to perform engineering design and construction management services relating to a project to modify lane configurations and pedestrian crossings at the intersections of Virginia Street, Delaware Avenue, and Central Avenue—known as “Five Corners.”

City Manager, Jonathan Storage, added that the City issued a request for EOI in June 2021 for an engineering firm to complete a detailed traffic study to determine whether traffic lane and signal reconfigurations were warranted at the Five Corner intersection. The selected firm issued their final report to the Planning, Streets and Traffic Committee. They determined that Alternative 1B was the best option.

Councilmember Hoover added that the presentation was very interesting and in depth. It detailed specific problems for that intersection.

Storage added that the estimated project cost is around \$375,000, not including the listed cost of the design work in the resolution.

Councilmember Adams asked if the local businesses were contacted. Councilmember Hoover added that it was discussed, but determined it was better to contact local businesses after an option was picked. Storage added that the design would go through stages that would require City approval.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 652-22 approved.

- f. Resolution No. 653-22 – Authorizing the Mayor or City Manager to enter into a memorandum of understanding with the City Center Business Improvement District (“CCBID”) to establish a new City position known as the Business Improvement District Ambassador and providing for cost reimbursement to the City from the CCBID’s special revenue fund, as detailed in Exhibit A.

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 memorandum of understanding with the City Center Business Improvement District (“CCBID”) to establish a new City position known as the Business Improvement District Ambassador and providing for cost reimbursement to the City from the CCBID’s special revenue fund, as detailed in Exhibit A.

City Manager, Jonathan Storage, added that the resolution will authorize the creation of a new position within the City’s Constituent Services Department to be known as the Business Improvement District Ambassador. The position will perform administrative work and light maintenance functions within the BID. The position will be 100% reimbursable to the City through the BID Board’s annual budget appropriations.

Councilmember Ceperley added that this was part of the BID’s original concept.

City Treasurer, Vic Grigoraci, asked the Committee to consider if there would be any sales tax issues with this position, adding that he is in support of the position being created. City Attorney, Kevin Baker, replied that he did not think this would be a taxable relationship as the City and BID have tax exempt status.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 653-22 approved.

- g. Resolution No. 655-22 – Authorizing the Mayor or City Manager to enter into a contract with Dell Technologies in the amount of \$120,485.20 for the purchase of various equipment and hardware to replace existing City computer serves as part of a scheduled capital replacement, where the contract cost was determined though a competitively sourced statewide contract.

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 Dell Technologies in the amount of \$120,485.20 for the purchase of various equipment and hardware to replace existing City computer servers as part of a scheduled capital replacement, where the contract cost was determined though a competitively sourced statewide contract.

City Manager, Jonathan Storage, added that the purchase will refresh the City's current data center that will unify key elements within one system. The expense is budgeted, and is part of a normal upgrade cycle.

Councilmember Jenkins asked if the serves would be able to integrate with any new POS system. IS Director, Adam Cottrell that they should be able to do that.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 655-22 approved.

- h. Resolution No. 656-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to The Salvation Army in the total amount of \$275,569 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to The Salvation Army in the total amount of \$275,569 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

City Manager, Jonathan Storage, added that the funds will be used to expand the organization’s services which include a food pantry, assisting with costs (rent, utility, etc) and salary for emergency services personnel.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 656-22 approved.

- i. Resolution No. 657-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Kanawha County Public Library in the total amount of \$49,040 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Kanawha County Public Library in the total amount of \$49,040 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted. The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

City Manager, Jonathan Storage, added that the funds will be used to purchase a lap top dispenser for the benefit of residents that cannot access the internet from their homes or are unable to afford the purchase a personal computer. They will also purchases 3D printing devices to facilitate STEM education and a food education tool for elementary students.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 657-22 approved.

- j. Resolution No. 658-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Capitol Market in the total amount of \$600,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Capitol Market in the total amount of \$600,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

City Manager, Jonathan Storage, added that the funds will be used for the purchase of property for additional storage, a commercial kitchen, improvements to the outdoor market, safety and security improvements and internet upgrades.

Evan Osborne, representing the Capitol Market, added that funds will no go to the purchase of property and anything associated with that.

Councilmember Adams moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 658-22 approved.

- k. Resolution No. 659-22 – Whereas, since February 2019, the City of Charleston has been engaged in the ongoing conversations related to a riverbank and roadway destabilization along Blaine Boulevard;

Whereas, in that time, members of the Goodwin Administration have engaged the U.S. Army Corps of Engineers (“USACE”), the Charleston Sanitary Board, Senator Manchin’s Office, the West Virginia State Conservation Agency, the West Virginia Office of Community Advancement and Development, the West Virginia Infrastructure and Jobs Development Council, and others;

Whereas, members of the Administration and City Council have met with and spoken with Blaine Boulevard residents on multiple occasions;

Whereas, the Administration continues to work with federal leaders – including Senators Joe Manchin and Shelly Moore Capito – to identify all available funding options to address the infrastructure issues along Blaine Boulevard;

Whereas, the Administration has submitted requests under the Congressionally Directed Spending program to seek congressional funding for Blaine Boulevard;

Whereas, the Administration has requested \$900,000 from the USACE’s Energy & Water Investigations program for planning, design, engineering, and evaluation costs to identify and fully engineer the preferred solution and prepare it for implementation/construction;

Whereas, an appropriation of \$900,000 in USACE Energy & Water Investigations funding would cover 65% of this cost, matched by a 35% share or \$485,000 from the City of Charleston; and

Whereas, the Administration seeks to put the City in the best position possible to receive federal funding by requesting that City Council specifically allocate an appropriate amount of City funds to be used as a match for any federal grants the City may receive to address this important issue.

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

That \$485,000 within the “Grant Matching” account line within the American Rescue Plan Act Fund No. 073 is allocated to be used as matching funds relating to the United States Army Corps of Engineer’s Section 14 Emergency Streambank and Shoreline Protection continuing authority program, which includes Energy & Water Investigations funding.

City Manager, Jonathan Storage, added that the resolution is related to the Blaine Boulevard roadway and riverbank failure. The Administration has requested \$900,000 from the Army Corps of Engineers for planning, designing, engineering and evaluation to identify and fully engineer a solution for the Blaine Boulevard failure. \$485,000 will be matched by the City from the American Rescue Plan Act Fund No. 073.

Councilmember Jenkins added that he was torn on this resolution, because the total \$1.3 million would almost fully fund buying out all of the residents. Mayor Goodwin added that the City would not receive any federal funding to go any further with any aspect of Blaine Boulevard without this kind of a study being in place. Chief of Staff, Matt Sutton, added that even if the residents do get bought out, the riverbank must be stabilized.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 659-22 approved.

III. MISCELLANEOUS:

City Treasurer, Vic Grigoraci stated that he had received comments regarding the City Collectors Office. Their hours are still 8-4 while the rest of the City is mostly back to operating from 8-5, and requested that be examined.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.