

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., MARCH 18, 2024
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., March 18, 2024.

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

Joseph Jenkins, Chair
Brent Burton, Vice Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:

Other Councilmembers present:

Joe Solomon
Frank Annie
Chelsea Steelhammer

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the March 4, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 938-24 – Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$475,000 in favor of Encova for a term starting March 31, 2024 to provide collateral for liability of potential workers' compensation claims under the City's large deductible policy. The letter of credit is subject to review and final approval by legal counsel for the City. Cost of the letter is 0.5% of the amount issued.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to enter into an agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$475,000 in favor of Encova for a term starting March 31, 2024 to provide collateral for liability of potential workers' compensation claims under the City's large deductible policy. The letter of credit is subject to review and final approval by legal counsel for the City. Cost of the letter is 0.5% of the amount issued.

City Manager, Ben Mishoe, added that the resolution is updating the Letter of Credit from the previous year at a slightly higher amount.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Chairperson Jenkins declared Resolution No. 938-24 approved.

- b. Resolution No. 939-24 – Authorizing the Mayor or City Manager to enter into an agreement for the Capital Connector Project with GAI Consultants in the amount of \$1,975,000, with \$1,750,000 to be paid from a Federal RAISE Grant and the remaining \$225,000 as a non-federal share, and where GAI Consultants were chosen following interviews and scoring, as required by law. Council previously approved the Grant Application and the funding amounts outlined above by Resolution No. 790-23 passed on April 17, 2023.

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

That the Mayor or City Manager is hereby authorized to enter into an agreement for the Capital Connector Project with GAI Consultants in the amount of \$1,975,000, with \$1,750,000 to be paid from a Federal RAISE Grant and the remaining \$225,000 as a non-federal share.

Mishoe added that the grant agreement was finally approved by the Secretary of Transportation. While the amount of the project had already been approved by Council, the agreement must also be approved.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 939-24 approved.

- c. Resolution No. 940-24 – Authorizing the Finance Director to establish capital projects fund 205 as the Turf Maintenance fund to be used to account for revenue from transfers from other funds and any other available source to be used for the maintenance and eventual replacement of the City’s artificial turf sports fields.

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

That the Finance Director is authorized to establish capital projects fund 205 as the Turf Maintenance fund to be used to account for revenue from transfers from other funds and any other available source to be used for the maintenance and eventual replacement of the City’s artificial turf sports fields.

Mishoe added that the fund will be established for any future money set aside for turf maintenance as it is approved.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 940-24 approved.

- d. Resolution No. 941-24 – Authorizing the Mayor or City Manager to enter into a contract with Ohio West Virginia EXC in the amount of \$417,400.00, to install pile and lagging walls for the correction of four roadway embankment issues within the City of Charleston at Bendview Drive, Lexington Road, Pacific Street, and Loudon Heights Road, where the contract price was determined pursuant to a competitive bid process.

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

That the Mayor or City Manager to enter into a contract with Ohio West Virginia EXC in the amount of \$417,400.00, to install pile and lagging walls for the correction of four roadway embankment issues within the City of Charleston, where the contract price was determined pursuant to a competitive bid process.

Mishoe added that four locations have been identified as needing embankment correction. The vendor was chosen as the result of a competitive bidding process.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 941-24 approved.

- e. Resolution No. 942-24 – Authorizing the Mayor or City Manager to purchase cardio equipment from SportsArt Ohio for Parks and Recreation in the amount of \$49,676.000 pursuant to a competitively procured Sourcewell contract.

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

That the Mayor or City Manager to purchase cardio equipment from SportsArt Ohio for Parks and Recreation in the amount of \$49,676.000 pursuant to a competitively procured Sourcewell contract.

Mishoe added that the funds for the purchase were included in the current fiscal year's budget.

Councilmember Robinson confirmed that 3 pieces of exercise equipment will go to the King Center, 3 for North Charleston, 2 for Kanawha City and 2 for Roosevelt. Mishoe added that another round of equipment will be purchased later to be distributed among the facilities. Councilmember Robinson added that he wanted to make sure that Kanawha City received its fair share of equipment.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 942-24 approved.

- f. Resolution No. 943-24 – Approving the Official Municipal Budget Document for the Fiscal Year 2024-2025, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes.

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

That the Official Municipal Budget Document for the Fiscal Year 2024-2025, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes is approved.

Finance Director, Andy Wood, added that the budget does not increase taxes and maintains the same levy rates.

Councilmember Jenkins confirmed that the presented budget has not been changed since being introduced two weeks ago.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 943-24 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.