

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., APRIL 15, 2024
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., April 15, 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
Shawn Taylor

Absent:
Chad Robinson

Other Councilmembers present:
Frank Annie
Emmett Pepper
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 April 1, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 952-24 – Authorizing approval of Amendment No. 5 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 5 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts is approved.

City Manager, Ben Mishoe, added that the budget amendment is for the remainder of the unassigned fund balance for:

- A bike enhancement feasibility study
- Additional paving projects
- Banners related to the Cycling National Championships
- Load-bearing vest for Police Officers
- Youth food program for the recreation centers

Councilmember Ceperley spoke in favor of the resolution, particularly for the food program and the bike study.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Chairperson Jenkins declared Resolution No. 952-24 approved.

- b. Resolution No. 953-24 – Authorizing approval of Amendment No. 6 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 6 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that the funds were given by the State to provide additional stipends to EMS workers and fire department teams who respond to 911 calls.

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. 953-24 approved.

- c. Resolution No. 954-24 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to the Charleston Land Reuse Agency in the total amount of \$1,500,000 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 listed in the Statement of Work.

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

That the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to the Charleston Land Reuse Agency in the total amount of \$1,500,000 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 listed in the Statement of Work.

Mishoe added that the amendment is to transfer ARPA funds previously approved to the CLRA for their various programs, etc. The goal of these programs is to improve residential areas throughout the City.

Councilmember Ceperley confirmed that ARPA funds must be obligated by the end of 2024, and must be fully spent by the end of 2026.

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. 954-24 approved.

- d. Resolution No. 955-24 – Authorizing the Mayor or City Manager to enter into a contract with Claxton & Sons to purchase various classes of Portland Cement on an as-needed basis at the prices listed in Exhibit A, attached hereto, 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 Claxton & Sons to purchase various classes of Portland Cement on an as-needed basis at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process.

Mishoe added that the resolution is for an annual purchase for Portland Cement that locks in the price for one year.

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. 955-24 approved.

- e. Resolution No. 956-24 – Authorizing the Mayor or City Manager to enter into a contract with Martin Marietta Materials, Inc., to purchase various classes and sizes of aggregate stone on an as-needed basis at the prices listed in Exhibit A, attached hereto, 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 Martin Marietta Materials, Inc., to purchase various classes and sizes of aggregate stone on an as-needed basis at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process.

Mishoe added that the resolution is for the purchase of a variety of gravel, etc. used by several departments, such as Public Grounds and Parks and Recreation.

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. 956-24 approved.

- f. Resolution No. 957-24 – Authorizing the Mayor or City Manager to enter into a contract with FieldTurf USA, Inc. for the turfing of the North Charleston Community Center multi-use field to include turf a playing field for baseball, football, and soccer, in an amount not to exceed \$1,200,000, where \$250,000 is provided by a federal grant and the remaining \$950,000 was approved in the City’s fiscal year 2024 Budget, and where the price was determined by a competitively bid multi-state Sourcewell 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 FieldTurf USA, Inc. for the turfing of the North Charleston Community Center multi-use field in an amount not to exceed \$1,200,000.

Mishoe added that the turfing project had been planned for a long time for a field that hosts multiple sports.

Councilmember Taylor confirmed with Mishoe that there was the option for multiple layouts. Councilmember Taylor advocated that the field be lined for lacrosse as well.

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. 957-24 approved.

- g. Bill No. 8029 – A Bill and Order relating to the laying of levies on real, personal and public utility property within the City of Charleston, West Virginia, including excess levies previously provided for in the Official Municipal Budget Document for the fiscal year beginning the first day of July, two thousand twenty-four.

WHEREAS, each Municipality is required to hold a Statutory meeting of the Council on the third Tuesday in April each year to make and enter a levy order and rate sheet; and

WHEREAS, written approval of the West Virginia State Tax Commissioner has been received and notice of the Levy Estimate has been duly published as required by law; and

WHEREAS, the levy rate attached hereto is included in the City of Charleston Municipal Budget for July 1, 2024 through June 30, 2025, before City Council for approval at a special meeting of Council held on April 16, 2024, now, therefore

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

That the City of Charleston, West Virginia does hereby make and enter the levy order and rate sheet attached hereto, incorporated herein, and made a part hereof.

Finance Director, Andy Wood, added that the bill is to certify the levy. The rates will remain the same as last year.

Councilmember Burton moved to approve the Bill. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Bill No. 8029 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.