

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., OCTOBER 21, 2024
AV ROOM #308, CITY HALL

Joseph Jenkins Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., October 21, 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 (first vote for 24-032)
Chad Robinson
Shawn Taylor

Absent:

Other Councilmembers present:

Frank Annie
Chelsea Steelhammer
Joe Solomon
Beth Kerns
Emmett Pepper

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the October 7, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 24-029 – Authorizing the Mayor or City Manager to purchase various handheld and mobile radios with necessary accessories for the Charleston Police Department from Discount Communications in the amount of \$65,012.86 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 is authorized to purchase various handheld and mobile radios with necessary accessories for the Charleston Police Department from Discount Communications in the amount of \$65,012.86 pursuant to a competitive bid process.

City Manager Ben Mishoe added that the resolution is for the purchase of a variety of radio and related equipment for 17 vehicles for the Police Department.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-029 approved.

- b. Resolution No. 24-030 – Authorizing the Finance Director to establish special revenue fund 083, Other Federal Grant Fund, a fund that accounts for revenues received from various federal granting agencies for awards received from competitive grants, formula grants, and Congressionally Directed Spending requests where a specific grant fund is not already established.

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

That the Finance Director is authorized to establish special revenue fund 083, Other Federal Grant Fund, a fund that accounts for revenues received from various federal granting agencies for awards received from competitive grants, formula grants, and Congressionally Directed Spending requests where a specific grant fund is not already established.

Mishoe added that the new fund will be for grant money that does not fall into the already designated categories (CARE, Homeland Security, Infrastructure, etc.) instead of having to create a new fund every time.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-030 approved.

- c. Resolution No. 24-031 - Authorizing the Mayor or City Manager to purchase twenty (20) sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of \$63,800.00 pursuant to a competitively sourced contract. This gear will be used to outfit new recruits and replace expiring gear.

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

That the Mayor or City Manager is authorized to purchase twenty (20) sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of \$63,800.00 pursuant to a competitively sourced contract.

Mishoe added that the gear is for new recruits and to replace some expiring equipment.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-031 approved.

- d. Resolution No. 24-032 - Authorizing the Mayor or City Manager to purchase from Stryker Medical two Power Cots, one Lucas 3 chest compression device, and two Life Pak 35s monitor/defibrillator, with necessary accessories for all devices, for the Charleston Fire Department in the total amount of \$173,684.26 pursuant to a competitively sourced contract.

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

That the Mayor or City Manager is authorized to purchase from Stryker Medical two Power Cots, one Lucas 3 chest compression device, and two Life Pak 35s monitor/defibrillator, with necessary accessories for all devices, for the Charleston Fire Department in the total amount of \$173,684.26 pursuant to a competitively sourced contract.

Mishoe added that the resolution is for the purchase of various lifesaving equipment for the Fire Department. Some funds will come from trading in older equipment that is being replaced.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-032 approved.

- e. Resolution No. 24-033 - Authorizing the Mayor or City Manager to enter into a contract with The Thrasher Group, Inc. in the amount of \$249,547.00 for phase two of the renovation project of the Charleston Fire Department's eight fire stations, with this phase developing bid-ready construction designs, construction documents, bidding and negotiation support, and construction oversight for renovations and improvements to support the current and future needs of the City of Charleston Fire Department.

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 The Thrasher Group, Inc. in the amount of \$249,547.00 for phase two of the renovation project of the Charleston Fire Department's eight fire stations, with this phase developing bid-ready construction designs, construction documents, bidding and negotiation support, and construction oversight for renovations and improvements to support the current and future needs of the City of Charleston Fire Department.

Mishoe added that several firms were interviewed to design renovation plans, assist in the bid process and oversee construction for the 8 fire stations. They are considering full replacement for stations 6 and 7. It is anticipated that the design for station 7 can also be used for station 6.

Councilmember Robinson asked what the time frame for the project was. Mishoe replied that the design work was anticipated to be completed in the next few months. Some stations will be completed faster than others as the needed repairs vary. Design costs are budgeted at \$249,000. The repairs are anticipated to cost \$2-2.5 million through ARPA funds.

Councilmember Jenkins confirmed with Mishoe that the budgets for stations 6 and 7 are not included.

From the audience, Councilmember Pepper confirmed with Mishoe that there will be considerations to reduce energy use by 25% where possible.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-033 approved.

- f. Resolution No. 24-034 - Authorizing the Mayor or City Manager to enter into an agreement with G & G Builders, Inc. for interior remodel and construction services of the Development Services office in the amount of \$208,688.00 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 is authorized to enter into an agreement with G & G Builders, Inc. for interior remodel and construction services of the Development Services office in the amount of \$208,688.00 pursuant to a competitive bid process.

Mishoe added that the resolution is to remodel offices of the Development Services Department to make the space more functional. The price was negotiated down after a competitive bid.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-034 approved.

- g. Resolution No. 24-035 - Authorizing the Mayor or City Manager to enter into a five-year lease agreement with Pitney Bowes for postage and mail inserter machines for Information Systems at a total of \$119,035.80 pursuant to a competitively sourced 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 five-year lease agreement with Pitney Bowes for postage and mail inserter machines for Information Systems at a total of \$119,035.80 pursuant to a competitively sourced contract.

Mishoe added that the resolution is to replace the postage and mail inserter machines for Information Systems.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-035 approved.

- h. Resolution No. 24-036 - Authorizing the Mayor or City Manager to renew its contract with InterVision Systems, LLC, for a three-year term in the annual amount of \$79,365.00 and the total amount of \$238,095.00, to continue providing the City's email security gateway, where the purchase was determined through 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 renew its contract with InterVision Systems, LLC, for a three-year term in the annual amount of \$79,365.00 and the total amount of \$238,095.00, to continue providing the City's email security gateway, where the purchase was determined through a competitive bidding process.

Mishoe added that the resolution is for a 3-year contract for email security software.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-036 approved.

- i. Resolution No. 24-037 - Authorizing settlement of a pending claim against the City by Keith George related to a September 12, 2024, incident where a City driven truck backed up and collided with the claimant's parked vehicle and the City driven vehicle was found to be at fault, as contained in Claim #024283, as recommended by the City Solicitor.

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

That the City Council hereby authorizes and approves the settlement of a pending claim against the City by Keith George, as contained in Claim #024283, in an amount not to exceed the City's property insurance deductible of \$50,000.00, where the total final amount of the settlement will be determined by a third-party neutral appraiser, as recommended by the City Solicitor. The City Council authorizes the City Solicitor and City Manager to take all necessary steps to finalize resolution of the claim and directs the City Solicitor to notify City Council of the final settlement amount following resolution of the claim.

City Attorney Kevin Baker added that a City vehicle backed into a parked car. The exact amount of the settlement isn't finalized, but won't be more than \$50,000. The exact amount will later be communicated to Council.

Councilmember Ceperley confirmed with Baker that the damaged vehicle was a 2023 Rav4 hybrid. The City has also been paying for a rental car.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-037 approved.

III. BILLS:

- a. Bill No. 8045 - A Bill closing, abandoning and discontinuing as a public right of way, a 10 foot wide by 280 foot long public right of way located between Lots 11, 12, 13, 14, 15, 16, 17, 18, and 19, Block 13, J. Brisben Walker Addition, situated in Charleston West District, Kanawha County, West Virginia.

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

1. The 10 foot wide by 280 foot long public right of way located between Lots 11, 12, 13, 14, 15, 16, 17, 18, and 19, Block 13, J. Brisben Walker Addition, situate in Charleston West District, Kanawha County, West Virginia, as shown on that certain map entitled "TOPOGRAPHIC DESIGN SURVEY SHOWING GOODWILL INDUSTRIES OF KANAWHA VALLEY, INC" prepared by Mark C. Shamblin, WV Professional Land Surveyor No. 827, dated February 19, 2024, revised July 31, 2024 and attached hereto as Exhibit A. The alley is more particular described as follows:

Beginning at a point at the intersection of the Westerly side of Virginia Street West and the Northerly side of a 10' wide alley, said point also being the Southeastern corner to Goodwill Industries of Kanawha Valley, Inc., (Deed Book 2616 at page 211), from which a 3/4" iron pipe found bent bears S89°52'38"W at 0.40' and another 3/4" iron pipe found on the Westerly side of Virginia Street West bears N29°30'00"W at 430.00', thence with the Westerly side of Virginia Street West for the following course: S29°30'00"E 10.00' to a point at the intersection of the Westerly side of said Virginia Street West and the Southerly side of the 10' wide alley, thence leaving said Virginia Street West and the Southerly side of the 10' wide alley for the following course: S60°30'00"W 280.00' to a point at the intersection of the Southerly side of said alley and the Easterly side of Monongalia Street, thence with the Easterly side of Monongalia Street for the following course: N29°30'00"W 10.00' to a point at the intersection of the Easterly side of said Monongalia Street and the Northerly side of the 10' wide alley, thence leaving said Monongalia Street and with the Northerly side of the 10' wide alley; N60°30'00"E 280.00' to the place of beginning, containing 2,800 square feet, more or less, more fully described on a plat prepared by Chapman Technical Group, hereto attached and made a part of this description.

2. The City of Charleston hereby reserves a 10 foot utility easement for the purpose of construction, maintenance, repair, and removal of the drop inlets, manholes, and storm line. No person shall construct improvements or take any other actions which would interfere, or alter the present surface profile or contour of the subject easement without written permission of the City Engineer.

3. The Mayor of the City of Charleston be, and is hereby authorized and directed to execute, acknowledge and deliver a proper deed conveying to Goodwill Industries of Kanawha Valley, Inc., and their successors in office, all rights, title and interest in and to said real property as described in Section 1 above, for the consideration of Thirteen Thousand dollars and no cents (\$13,000.00).

4. All prior ordinances, or parts of ordinances, inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Mishoe added that Goodwill owns all of the surrounding property on both sides of the alleyway.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8045 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.