



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, November 18, 2024
6:45 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 11-4-2024

II. RESOLUTIONS:

- a. Resolution No. 24-044 – Authorizing the Mayor or City Manager to enter into a contract with Appalachian Repair Company to replace roofing at the Smith Street Station.

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., NOVEMBER 4, 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., November 4, 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
Larry Moore
Chad Robinson
Shawn Taylor

Absent:
Mary Beth Hoover

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 21, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 24-038 – Authorizing “Citizen Appreciation Parking” for November 23, November 30, December 7, December 14, December 21, and December 28, 2024. “Citizen Appreciation Parking” shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$2,300.00 per Saturday.

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

That “Citizen Appreciation Parking” is authorized for November 23, November 30, December 7, December 14, December 21, and December 28, 2024. “Citizen Appreciation Parking” shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$2,300.00 per Saturday.

City Manager Ben Mishoe added that the City has done Citizen Appreciation Parking for many years during the holidays. It will be for a total of six Saturdays.

Councilmember Jenkins added that he thought shoppers and businesses appreciated it.

Councilmember Kerns confirmed with Councilmember Jenkins that the Parking Department would not be enforcing the usual times on the meters.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-038 approved.

- b. Resolution No. 24-039 – Authorizing the Mayor or City Manager to purchase a brush chipper for Public Grounds Department from Vermeer of Heartland, for the amount of \$53,747.86 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 to purchase to purchase a brush chipper for Public Grounds Department from Vermeer of Heartland, for the amount of \$53,747.86 pursuant to a competitively sourced contract.

Mishoe added that the regularly scheduled purchase will be for the Public Grounds Department.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-039 approved.

- c. Resolution No. 24-040 - Authorizing the Mayor or City Manager to purchase five 2025 Jeep Grand Cherokees for the Charleson Police Department from Thornhill Motor Car, Inc, for the amount of \$189,620.00 pursuant to a competitively sourced state contract, and authorizing an additional \$2,975.00 for custom color packages not included in the state contract, for a total purchase price of \$192,595.00.

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

That the Mayor or City Manager is authorized to purchase five 2025 Jeep Grand Cherokees for the Charleson Police Department from Thornhill Motor Car, Inc, for the amount of \$189,620.00 pursuant to a competitively sourced state contract, and authorizing an additional \$2,975.00 for custom color packages not included in the state contract, for a total purchase price of \$192,595.00.

Mishoe added that the purchase will be for the CID. He added that there is an upcharge for the specific colors required by the Department.

Councilmember Jenkins confirmed that the CID wanted to have cars that differed in color from the standard patrol police vehicle.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-040 approved.

- d. Resolution No. 24-041 - Authorizing approval of Amendment No. 1 of the American Rescue Plan Act 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. 1 of the American Rescue Plan Act Fund Budget as indicated on the attached list of accounts.

Mishoe added that the amendment to the ARPA Fund is to recognize the repayments of prior expenses within the allowed guidelines.

Councilmember Jenkins added that the City is allowed to replace the funds that it spent under the allowed guidelines. Mishoe added that it is mostly a reimbursement for paving.

Councilmember Ceperley confirmed with Mishoe that the City is required to have all ARPA funds obligated by the end of 2024 and spent by the end of 2026. Finance Director Andy Wood added that the City receives quarterly reports of the subrecipients etc., and is required to send quarterly reports to the State. If the subrecipients do not somehow spend their allotted funds, the City can award those funds to an already established subrecipient. Mishoe added that the City is meeting bi-weekly with the consultant to ensure that everything stays on track and is in accordance with the guidelines.

From the audience, Councilmember Solomon confirmed that the resolution would zero out all obligated funds in the ARPA fund balance.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-041 approved.

- e. Resolution No. 24-042 - Authorizing approval of Amendment No. 3 of the FY 2024-2025 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. 3 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that resolution takes the revenue replacement of the remaining ARPA funds and assigns them to the General Fund, mostly to the fire station renovations and Wellness Center and Police and Fire Pensions.

From the audience, Councilmember Pepper confirmed that the sidewalk repair project will still have funds assigned for it.

Councilmember Solomon confirmed that the Wellness Center is for the Fire Department that will be located at Station 1.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-042 approved.

- f. Resolution No. 24-043 - Authorizing the Mayor or City Manager to enter into a contact with HDR, Inc. in the amount of \$210,313.26 to perform and prepare a comprehensive safety action plan and to complete the requirements associated with the Safe Streets and Roads for All ("SS4A") grant program, where 80% of the funds will be provided through the grant and 20% will be provided in matching funds.

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 contact with HDR, Inc. in the amount of \$210,313.26 to perform and prepare a comprehensive safety action plan and to complete the requirements associated with the Safe Streets and Roads for All ("SS4A") grant program, where 80% of the funds will be provided through the grant and 20% will be provided in matching funds.

Mishoe added that the vendor was chosen and scored by a committee. The vendor will produce a comprehensive safety action plan. The required independent cost estimate was slightly higher than the awarded vendor's bid. The majority of the contract will be paid with grant funds.

Councilmember Jenkins confirmed with Mishoe that a safety action plan determines which streets need the most improvements (dangerous intersections, etc.). With the plan, the City will be able to apply for another grant to implement the improvements.

Chief of Staff Matt Sutton added that grant was possible through the work of Senators Manchin and Capito.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-043 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 24-044

Introduced in Council:

November 18, 2024

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 24-044 – Authorizing the Mayor or City Manager to enter into a contract with Appalachian Repair Company in the amount of \$38,950.00 to replace roofing at Smith Street Station located at 42 Smith Street pursuant to a competitively sourced bid.

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 Appalachian Repair Company in the amount of \$38,950.00 to replace roofing at Smith Street Station located at 42 Smith Street pursuant to a competitively sourced bid.

	Almost Heaven Roofing	Appalachian Repair Company	Musick's Total Service	The Real Estate Firm	Ed's Home and Commercial
Item	Price	Price	Price	Price	Price
BID AND PROPOSAL FORM (2 OF 3)					
2024-42 Smith Street Station Apartment Building Roof	\$30,240.00	\$38,950.00	\$42,500.00	\$43,000.00	\$55,900.00
Local Vendor Preference	Bid Incomplete- Disqualified	(\$1,558)= \$37,392.00	(\$1,700)= \$40,800.00	(\$1,720)= \$41,280.00	(\$2,236)= \$53,664.00