

MINUTES  
FINANCE COMMITTEE MEETING  
6:30 P.M., FEBRUARY 18, 2025  
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., February 18, 2025.

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 (arrived at 6:37 ; first vote was Res. No. 25-018)

Absent:  
Shawn Taylor

Other Councilmembers present:  
Emmett Pepper  
Chelsea Steelhammer  
Joe Solomon  
Harper Gardner

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the February 3, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-009 – Authorizing the City Manager to purchase twenty-seven (27) Getac mobile data terminal computers for the Charleston Police Department from Brooks Network Services through a Sourcewell contract. The total cost of \$67,404.15 will be split between the 2024 BJAG grant for twelve (12) MDTs and \$37,446.75 for the remaining fifteen (15) budgeted in Fiscal Year 2025.

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

That the City Manager is authorized to purchase twenty-seven (27) Getac mobile data terminal computers for the Charleston Police Department from Brooks Network Services through a Sourcewell contract. The total cost of \$67,404.15 will be split between the 2024 BJAG grant for twelve (12) MDTs and \$37,446.75 for the remaining fifteen (15) budgeted in Fiscal Year 2025.

City Manager Ben Mishoe added that the purchase is for 27 mobile data terminals for the Police Department. Twelve will be funded through a Bureau of Justice Assistance Grant. The rest will be funded from the General Fund. The terminals will house the laptops that the Officers use.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-009 approved.

- b. Resolution No. 25-016 – Authorizing the Mayor or City Manager to grant temporary and permanent easements from the City to the Charleston Sanitary Board for the Magazine Branch Improvements Project as referenced in the attached documents.

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 grant temporary and permanent easements from the City to the Charleston Sanitary Board for the Magazine Branch Improvements Project as referenced in the attached documents.

City Attorney Kevin Baker added that the resolution would authorize the Sanitary Board for temporary and permanent easements on property owned by the City. The area is on the opposite side of Cato Park, and is not used by the City.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-016 approved.

c. Resolution No. 25-017 – RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHARLESTON, WEST VIRGINIA AUTHORIZING THE FILING OF CIVIL ACTIONS FOR THE CONDEMNATION OF PROPERTY FOR SANITARY SEWER EASEMENTS NECESSARY FOR THE SANITARY BOARD OF THE CITY OF CHARLESTON, WEST VIRGINIA TO CONSTRUCT, INSTALL AND COMPLETE PHASE I OF ITS MAGAZINE BRANCH SANITARY SEWER REPLACEMENT AND REHABILITATION PROJECT

WHEREAS, the Sanitary Board of the City of Charleston, West Virginia (the “Sanitary Board”) has presented a Resolution requesting the City Council of the City of Charleston, West Virginia to authorize the City of Charleston (the “City”) to file civil actions in the Circuit Court of Kanawha County for the condemnation of property for sanitary sewer permanent easements, temporary easements, temporary construction access easements, and temporary access easements necessary for the Sanitary Board to construct, install and complete Phase I of its Magazine Branch Sewer Replacement and Rehabilitation Project (the “Project”);

WHEREAS, the City, in accordance with the provisions of Chapter 16, Article 13 of the Code of West Virginia, 1931, owns the sewerage system, both within and without the corporate limits of the City, consisting of a sewage treatment plant or plants and its collecting, intercepting and outlet sewers, lateral sewers, drains, force mains, conduits, pumping stations and ejector stations and all other appurtenances, extensions, improvements and betterments necessary, appropriate, useful, convenient or incidental for the collection, treatment, purification and disposal in a sanitary manner of liquid and solid waste, sewage and industrial waste (the “System”);

WHEREAS, the Sanitary Board, created by Ordinance of the City Council adopted March 17, 1952, is a separate entity from the City;

WHEREAS, by Ordinance of the City Council adopted June 16, 1952, custody, administration, operation and maintenance of the System were placed under the supervision and control of the Sanitary Board;

WHEREAS, due to statutory provisions under which the City owns the System, it is necessary for the City to file civil actions for the condemnation of property for easements necessary for the System;

WHEREAS, the Sanitary Board is pursuing the Project in the areas of the City including, but not limited to, Garrison Avenue (between Edgewood Drive and terminus); Atlantic Street; Amaron Street; Beulah Street; Pacific Street; Crestlin Drive; Earle Street; Spreigel Drive; Melrose Drive; Charmac Drive; Wood Road; Summit Drive; and Edgewood Drive, which is necessary to correct older, failing sewer collection lines and is necessary for the health and welfare of the citizens of the City;

WHEREAS, the Project includes the replacement and/or rehabilitation of approximately 22,000 linear feet of a combination of 8", 10", and 12" sanitary sewer lines, and

numerous permanent easements and temporary construction easements are necessary to undertake and complete the Project;

WHEREAS, the Sanitary Board and its right-of-way agents have diligently sought easement agreements for such necessary easements from the affected property owners and have received and recorded many signed easement agreements;

WHEREAS, due to numerous factors including, but not limited to, out-of-state property owners, properties held in heirships with numerous heirs, some whose location is unknown, and uncooperative or uncommunicative property owners, the Sanitary Board has been unable to obtain by negotiation and agreement all of the necessary sewer easements; and

WHEREAS, the Sanitary Board has no choice but to request the City to authorize the filing of civil actions for the acquisition, pursuant to the City's power of eminent domain, certain property interests in order to obtain the necessary sewer easements for the Project; now, therefore,

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

Section 1. To accomplish construction of the Project in the aforesaid areas of the City necessary for the health and welfare of the citizens of the City, the Sanitary Board must obtain easements across and through certain properties as set forth on Exhibit A to this Resolution.

Section 2. The Sanitary Board requests the Council of the City to authorize the City, on behalf of and by and through the Sanitary Board and its counsel to file civil actions for the acquisition for the Sanitary Board, pursuant to the power of eminent domain, of the property interests set forth on Exhibit A and to take such other and further action as may be reasonably necessary to acquire the property rights for easements necessary to construct, install, operate, maintain, repair, replace, rehabilitate, line and remove sewer lines and appurtenances thereto.

Section 3. The Council of the City hereby authorizes the City, on behalf of and by and through the Sanitary Board and its counsel to file civil actions for the acquisition for the Sanitary Board, pursuant to the power of eminent domain, of the property interests set forth on Exhibit A as needed and to take such other and further action as may be reasonably necessary to acquire the property rights for easements necessary to construct, install, operate, maintain, repair, replace, rehabilitate, line and remove sewer lines and appurtenances thereto.

Baker added that the properties are owned by private individuals. The Sanitary Board tried to contact the owners for easements. The resolution authorizes them to go to court to seek condemnation for the properties they are not able to contact or reach an agreement with. This has been done on many projects in the past.

Councilmember Jenkins agreed that the Sanitary Board does try to get easements before seeking condemnation.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-017 approved.

- d. Resolution No. 25-018 – Authorizing approval of Amendment No. 6 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. 6 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that the amendment will allocate money to the Homeland Security Fund to purchase a new vehicle for the Homeland Security Director. This is related to Resolution No. 25-019. The amount includes the price of the vehicle and any needed upgrades.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-018 approved.

- e. Resolution No. 25-019 – Authorizing the Mayor or City Manager to purchase a new Jeep Grand Cherokee 4X4 for Emergency Services from Stephens Auto Center in the amount of \$43,736.00 pursuant to a competitively sourced state contract.

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

That the Mayor or City Manager is authorized to purchase a new Jeep Grand Cherokee 4X4 for Emergency Services from Stephens Auto Center in the amount of \$43,736.00 pursuant to a competitively sourced state contract.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-019 approved.



- f. Resolution No. 25-020 – Authorizing the Mayor or City Manager to purchase a new 2025 Ford F-250 Regular Cab truck for Traffic Engineering from Frankfort Ford in the amount of \$79,023.14 pursuant to a competitively 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 a new 2025 Ford F-250 Regular Cab truck for Traffic Engineering from Frankfort Ford in the amount of \$79,023.14 pursuant to a competitively bid process.

Mishoe added that the purchase was put out to bid instead of using a sources state contract as the vehicle needed substantial upgrades.

Councilmember Jenkins confirmed that the purchase was a scheduled replacement.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-020 approved.

- g. Resolution No. 25-021 – Authorizing the Mayor or City Manager to enter into a contract with Silling Associates, Inc. in the amount of \$1,598,070.00 for architecture and engineering services including the development of bid-ready construction designs, construction documents, bidding and negotiation support, and construction oversight for renovations and improvements to Public Safety Center and the Charleston Police 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 Silling Associates, Inc. in the amount of \$1,598,070.00 for architecture and engineering services including the development of bid-ready construction designs, construction documents, bidding and negotiation support, and construction oversight for renovations and improvements to Public Safety Center and the Charleston Police Department.

Mishoe added that Silling Architects was obtained previously for the design study for the Safety Center and won the Expression of Interest described in the resolution. A committee interviewed and scored the three companies. This will fully complete the Safety Center.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-021 approved.

Councilmember Burton motioned to adjourn the meeting.  
Meeting adjourned.