

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JUNE 16, 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., June 16, 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
Shawn Taylor

Absent:

Other Councilmembers present:

Harper Gardner
Frank Annie
Chelsea Steelhammer
Jeanine Faegre

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the June 2, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-051 – Authorizing the Mayor or City Manager to enter into an agreement with West Virginia Demolition Inc. for boarding up services for Development Services in the amount of \$154.00 per structure opening, for a total estimated annual amount of \$30,750.00, all 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 West Virginia Demolition Inc. for boarding up services for Development Services in the amount of \$154.00 per structure opening, for a total estimated annual amount of \$30,750.00, all pursuant to a competitive bid process.

City Manager Ben Mishoe added that the City has had a contract with this company since 2019. Payment will depend on how many doors/windows there are per structure.

Councilmember Robinson confirmed with Mishoe that this would be for private structures that have been abandoned/dilapidated after undergoing the proper procedures. The Head of Building Commission, Bill Smith, added that the specs call for more secure materials, which will hopefully eliminate the need for these structures to be re-boarded up.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-051 approved.

- b. Resolution No. 25-052 – Authorizing the Mayor or City Manager to enter into an agreement with West Virginia Demolition Inc. for lawn care, trash removal, and tree trimming for Development Services in various per-service amounts set forth in the attached Exhibits all 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 West Virginia Demolition Inc. for lawn care, trash removal, and tree trimming for Development Services in various per-service amounts set forth in the attached Exhibits all pursuant to a competitive bid process.

Mishoe added that the proposed contract is similar to the one that has been in place for several years. Tree trimming and vegetation clean up has been added as a line item.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-052 approved.

- c. Resolution No. 25-053 – Authorizing the Mayor or City Manager to enter into a renewal agreement with The Health Plan to continue serving as the City’s Third Party Administrator (TPA) for self-insured retirees health benefits, self-insured vision coverage for active employees and retirees, and HSA/FSA administration for active employees and retirees, at the per employee per month prices set forth in the attached exhibits and a total annual expenditure estimated to be \$107,343.00.

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 renewal agreement with The Health Plan to continue serving as the City’s Third Party Administrator (TPA) for self-insured retirees health benefits, self-insured vision coverage for active employees and retirees, and HSA/FSA administration for active employees and retirees, at the per employee per month prices set forth in the attached exhibits

Mishoe added that the contract primarily involves retirees. They also manage vision coverage for active employees and retirees. The contract is based on “per employee per month.”

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-053 approved.

- d. Resolution No. 25-054 – Whereas, on May 2, 2022, by Resolution 635-22, following a request for expressions of interest and selection recommendation by an evaluation committee, City Council authorized an on-call consulting contract with Urban Design Ventures, LLC (“UDV”), to provide consulting services to MOECD for a variety of larger projects through 2029; and

Whereas, the proposal from UDV included project-specific costs for upcoming MOECD activity, including among other things its ARP HOME Application, its five-year consolidated plan, and its analysis of impediments planning services; and

Whereas, the Resolution authorized the contract in an amount not to exceed \$40,000.00, which was sufficient to pay for the HOME ARP application assistance, the major consulting project needed at the time of passage; and

Whereas, MOECD has requested further consulting services from UDV to assist with the analysis of impediments and the creation of its five-year consolidated plan, which would exceed the authorization amount previously approved by City Council; and

Therefore, MOECD requests City Council to authorize the additional expenditures for these consulting projects under the existing contract with UDV in an amount not to exceed \$32,500 for preparation of the five-year consolidated plan and an amount not to exceed \$24,000 for preparation and development of the Analysis of Impediments.

Resolution No. 25-054 – Authorizing the Mayor or City Manager to engage Urban Design Ventures, LLC for additional consulting services anticipated under the existing contract in a total additional amount not to exceed \$56,500.00.

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

That the Mayor or City Manager is authorized to engage Urban Design Ventures, LLC for additional consulting services anticipated under the existing contract in a total additional amount not to exceed \$56,500.00.

Mishoe added that the original resolution approved in 2022 had a cap on total expenditure of \$40,000. Additional funds are needed to complete the project.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-054 approved.

- e. Bill No. 8056 - A Bill supplementing Ordinance No. 4423 passed by the Council of The City of Charleston, West Virginia, on March 6, 1989, as supplemented by Ordinance No. 4506 passed by the Council on November 6, 1989, by Ordinance No. 4954 passed by the Council on May 3, 1993, by Ordinance No. 6276 passed by the Council on September 3, 1996, by Ordinance No. 6349 passed by the Council on June 2, 1997, by Ordinance No. 6532 passed by the Council on November 16, 1998, by Ordinance No. 6544 passed by the Council on February 1, 1999, by Ordinance No. 6670 passed by the Council on February 5, 2001, by Ordinance No. 6777 passed by the Council on March 19, 2001, by Ordinance No. 6948 passed by the Council on November 4, 2002, by Ordinance No. 6977 passed by the Council on May 19, 2003, by Ordinance No. 7132 passed by the Council on March 7, 2005, by Ordinance No. 7490 passed by the Council on September 6, 2011, by Ordinance No. 7560 passed by the Council on February 19, 2013; by Ordinance No. 7680 passed by the Council on February 16, 2016; and by Ordinance No. 7866 passed by the Council on February 18, 2020, authorizing the design, acquisition and construction of certain extensions, additions, betterments and improvements to the existing sewerage system of The City of Charleston; authorizing the issuance of not more than \$30,000,000 in aggregate principal amount of Sewerage System Revenue Bonds, in one or more series as designated in the supplemental resolutions, of The City of Charleston, the proceeds of which, shall be used, along with other funds and moneys of, or available to, The City of Charleston which may be lawfully expended for such purposes, to permanently finance the cost of such design, acquisition and construction, to fund reserve accounts for such bonds and to pay other costs in connection therewith; providing for the rights and remedies of and security for the registered owners of such bonds; and adopting other provisions related thereto.

City Attorney Kevin Baker added that the bill authorizes the bonds necessary for the completion of the listed sewer project.

Councilmember Ceperley confirmed that this will not impact the City's ability to obtain future bonds.

Councilmember Faegre inquired if the City budget allows for “in memoriam” donations. Mayor Goodwin confirmed that the City does not do that, but individuals and Departments can from their personal accounts.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.