

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JULY 7, 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., July 7, 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
Emmett Pepper
Joe Solomon

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the June 16, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-055 – A resolution supplementing Ordinance No. 8056, passed by the Council of The City of Charleston, West Virginia, on June 16, 2025; which supplemented 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 of The City of Charleston, West Virginia, 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 a supplemental resolution, 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.

WHEREAS, the Council (the “Council”) of The City of Charleston, West Virginia (the “City”), on June 16, 2025, adopted Ordinance No. 8056, (the “Ordinance”), authorizing the issuance of The City of Charleston Sewerage System Revenue Bonds, in an aggregate principal amount not to exceed \$30,000,000, in one or more series, to permanently finance the cost of design, acquisition and construction of certain extensions, additions, betterments and improvements to the sewerage system of the City (the “Project”);

WHEREAS, capitalized terms used herein and not otherwise defined herein shall have the same meaning set forth in the Ordinance when used herein;

WHEREAS, the Ordinance provided for the issuance by the City of its Sewerage System Revenue Bonds, Series 2025 A, in the aggregate principal amount of not more than \$30,000,000 (the “Series 2025 A Bonds”), for the purposes of paying a portion of the costs of acquisition and construction of additions, betterments and improvements to the System, capitalizing interest on the Series 2025 A Bonds, if any, funding a reserve account for the Series 2025 A Bonds and paying costs of issuance thereof, all in accordance with Chapter 16, Article 13 of the Code of West Virginia, 1931, as amended

(the "Act");

WHEREAS, the Ordinance, pursuant to Section 6 of the Act, directed the City Clerk to publish an abstract of the Ordinance (the "Abstract"), together with a notice that the Ordinance has been adopted, that the City contemplates the issuance of the Series 2025 A Bonds as described in the Ordinance and that any person interested may appear before the Council upon a certain day and present protests (the "Notice");

WHEREAS, the Ordinance required that the Abstract and Notice be published as a Class II legal advertisement in the Charleston Gazette-Mail, a newspaper published and of general circulation in the City, and the first publication of such Abstract and Notice was to be not less than ten (10) days before the date set by the Ordinance and the Notice at which interested persons may appear before the Council and present protests, and the last publication of such Abstract and Notice was to be prior to said date set by the Ordinance and the Notice;

WHEREAS, the Ordinance and the Notice provided for a public hearing to be held at 7:00 p.m., prevailing time, on July 7, 2025, in Council Chambers in City Hall; and

WHEREAS, the Council deems it essential and desirable that this resolution (the "Supplemental Resolution") be adopted, that the Ordinance shall be placed into effect, and that other matters relating to the Bonds be herein provided for.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLESTON:

Section 1. It is hereby found and determined that:

(A) The Abstract and Notice were duly published in the Charleston Gazette-Mail, a newspaper published and of general circulation in the City, with the first publication thereof being on June 26, 2025, which date is not less than ten (10) days before the day set by the Ordinance and the Notice for the public hearing, at which interested persons may appear before the Council and present protests and suggestions and, the second being on July 3, 2025, which publication thereof being prior to said date set by the Ordinance and the Notice for the public hearing, and the Affidavit of Publication reflecting such publications is incorporated herein by reference;

(B) In accordance with the Ordinance and the Notice, the City Clerk has maintained in his office a certified copy of the Ordinance for review by interested persons during the regular office hours of such office;

(C) In Council Chambers, City Hall, Charleston, West Virginia, on July 7, 2025, at 7:00 p.m. prevailing time, in accordance with the Ordinance and the Notice, the Council met for the purpose of hearing protests and suggestions regarding whether the Ordinance should be put into effect and heard all protests and suggestions with regard thereto;

(D) At the public hearing, no significant reasons were presented that would require modification or amendment of the Ordinance and no written protest with regard thereto was filed by 30 percent or more of the freeholders of the City; and

(E) The Ordinance shall be put into effect as of the date hereof and the Series 2025 A Bonds contemplated thereby shall be issued, all as provided in the Ordinance and this Supplemental Resolution.

Section 2. This Supplemental Resolution shall take effect immediately upon adoption hereof.

City Attorney Kevin Baker added that the resolution is related to a bill approved at the previous meeting approving the issuance of not more than \$30,000,000 in aggregate principal amount of Sewerage System Revenue Bond for the Magazine Branch Project.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-055 approved.

- b. Resolution No. 25-056 – Authorizing the Mayor to enter into a Lease Agreement with Star USA Federal Credit Union for the right of way on the north side of Cantley Drive approximately forty-four (44) feet wide and four hundred fifty (450) feet long.

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

That the Mayor is hereby authorized to enter into a Lease Agreement with Star USA Federal Credit Union for the right of way on the north side of Cantley Drive approximately forty-four (44) feet wide and four hundred fifty (450) feet long, which is attached hereto as Exhibit A.

City Manager Ben Mishoe added that the lease was first put into place in 1937. The company has maintained the right of way since then. They also need the lease to be renewed in order to fix a drainage issue.

Councilmember Jenkins confirmed with Mishoe that there is no yearly cost. It will be renewed for another 30 years.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-056 approved.

- c. Resolution No. 25-057 – Authorizing the Mayor or City Manager to grant permanent easements from the City to the Charleston Sanitary Board and to enter into an Agreement for the re-routing of a 24-inch sewer main pipe on City property in order to accommodate renovations to Charleston Fire Department Station No. 4, where the estimated cost of re-routing the sewer main is \$54,578.30.

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

That the Mayor or City Manager are hereby authorized to:

Grant permanent easements from the City to the Charleston Sanitary Board for the re-routing of a 24-inch sewer main pipe on City property in order to accommodate renovations to Charleston Fire Department Station No. 4, which are attached hereto as Exhibit A; and

Enter into an Agreement with the Charleston Sanitary Board to reimburse it for the actual costs of re-routing the sewer main pursuant to the CSB's low-bid contract, where the estimated cost of re-routing the sewer main is \$54,578.30, but the actual costs may be less than or greater than that amount. A draft of the Agreement and estimated cost of the project are attached hereto as Exhibit B.

Mishoe added that the resolution is for the costs of relocating the sewer line as part of the renovation of Fire Station No. 4.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-057 approved.

- d. Resolution No. 25-058 – 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, 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, pursuant to a competitive bidding process.

Mishoe added that the resolution will lock in prices for cement needed by the Street Department.

Councilmember Jenkins confirmed that the prices were similar to the prior contract. They expect to spend the same amount.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-058 approved.

- e. Resolution No. 25-059 – 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 at the prices listed in Exhibit A, 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 at the prices listed in Exhibit A, pursuant to a competitive bidding process.

Mishoe added that the resolution will lock in prices for aggregate stone needed by the Street Department.

Councilmember Jenkins confirmed that the prices were similar to the prior contract. They expect to spend the same amount.

Councilmember Gardner confirmed that Martin Marietta Materials was the only bidder.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-059 approved.

- f. Resolution No. 25-060 – Authorizing the Mayor or City Manager to enter into an agreement with American Asphalt of West Virginia, LLC., to purchase various asphalt at the prices listed in Exhibit A, where the prices were determined pursuant to a competitive bidding process conducted by the State of West Virginia.

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 American Asphalt of West Virginia, LLC., to purchase various asphalt at the prices listed in Exhibit A, where the prices were determined pursuant to a competitive bidding process conducted by the State of West Virginia.

Mishoe added that the resolution will lock in prices for asphalt needed by the Street Department. The prices are slightly less than the previous year.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-060 approved.

- g. Resolution No. 25-061 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2025, and ending June 30, 2026.

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 Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2025, and ending June 30, 2026.

Mishoe added that the resolution is presented to Council every year.

Councilmember Jenkins confirmed with Mishoe that the terms are the same as the previous year.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-061 approved.

- h. Resolution No. 25-062 – Authorizing the Mayor or City Manager to purchase office furniture, supplies, and equipment for the CARE Office from Stationers, Inc., with a total cost of \$57,898.66, where the supplies and pricing are provided in a competitively sourced statewide contract (SWC-Office23), and where the funding is provided by a CIT grant intended for the purchase of such supplies.

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

That the Mayor or City Manager is authorized to purchase office furniture, supplies, and equipment for the CARE Office from Stationers, Inc., with a total cost of \$57,898.66, where the supplies and pricing are provided in a competitively sourced statewide contract, and where the funding is provided by a CIT grant intended for the purchase of such supplies.

Mishoe added that the CARE Office was awarded a CIT grant for the purchase of supplies. The list includes supplies for a calm room for clients.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-062 approved.

- i. Resolution No. 25-063 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the United Way of Central West Virginia, Inc. relating to the administration and distribution of opioid settlement funds to local public entities under the terms set forth in the attached Exhibit A.

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 enter into a Memorandum of Understanding with the United Way of Central West Virginia, Inc. relating to the administration and distribution of opioid settlement funds to local public entities under the terms set forth in the attached Exhibit A.

Mishoe added that the resolution will disperse some of the funds that was given to the City as a result of the opioid settlement to local, public entities.

Councilmember Ceperley expressed support of the resolution.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-063 approved.

- j. Resolution No. 25-064 – Authorizing the Mayor or City Manager to enter into a one-year contract with West Virginia Demolition, Inc. with the option additional years, in the amount of \$4.75 per square foot and \$1.00 for emergency call out fees, for demolition services, where the price was determined as the result of 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 one-year contract with West Virginia Demolition, Inc. with the option additional years, in the amount of \$4.75 per square foot and \$1.00 for emergency call out fees, for demolition services, where the price was determined as the result of a competitive bidding process.

Mishoe added that the contract is procured annually. It was determined that the call out fee would save the City money over the year.

Councilmember Jenkins confirmed with Mishoe that West Virginia Demolition had been awarded the contract multiple times.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-064 approved.

- k. Bill No. 8057 - AN ORDINANCE WITH RESPECT TO APPROVING THE MAGAZINE BRANCH SANITARY SEWER REPLACEMENT AND REHABILITATION PROJECT.

City Attorney Kevin Baker added that the bill authorized the Magazine Branch Sewer Replacement Project.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8057 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.