MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., AUGUST 4, 2025
AV ROOM #308, CITY HALL

Brent Burton Vice Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., August 4, 2025.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Brent Burton, Vice Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson (arrived 6:35, first vote was for 25-071)
Shawn Taylor

Absent:
Joseph Jenkins, Chair

Other Councilmembers present:
Harper Gardner
Frank Annie
Chelsea Steelhammer
Emmett Pepper
Joe Solomon
Bruce King
Caitlin Cook

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Hoover asked for unanimous consent to dispense with the reading of the minutes for the July 21, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

a. Resolution No. 25-070 – A RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLESTON APPROVING THE FY 2025-2029 FIVE-YEAR CONSOLIDATED PLAN AND THE FY 2025 ANNUAL ACTION PLAN

WHEREAS, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development (HUD) is authorized to extend financial assistance to communities in the prevention or elimination of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs; and

WHEREAS, under the HOME program created by the National Affordable Housing Act of 1990, as amended, the Secretary of HUD is authorized to extend financial assistance to participating jurisdictions to expand the supply of decent, safe, sanitary, and affordable housing; and

WHEREAS, the City, as the Participating Jurisdiction, has formed the Charleston-Kanawha HOME Consortium with Kanawha County, and the incorporated areas therein; and

WHEREAS, HUD has advised the City of Charleston that for Fiscal Year 2025, the City is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of $1,501,940.00 and the HOME Investment Partnership Program (HOME) in the amount of $706,458.88; and

WHEREAS, the City of Charleton's Mayor's Office of Economic and Community Development has prepared the FY 2025-2029 Five-Year Consolidated Plan and the FY 2025 Annual Action Plan which proposes how the entitlement grant funds will be expended to address the housing and community development needs identified in the City's Five-Year Consolidated Plan; and

WHEREAS, a draft of the FY 2025-2029 Five-Year Consolidated Plan and FY 2025 Annual Action Plan were on public display from July 2, 2025 through August 1, 2025 and the City held a series of public meetings and hearings on the said Plans and the comments of various agencies, groups, and citizens were taken into consideration in the preparation of the final plans;
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLESTON, KANAWHA COUNTY, WEST VIRGINIA, AS FOLLOWS:

SECTION 1: That the FY 2025-2029 Five-Year Consolidated Plan and FY 2025 Annual Action Plan are hereby in all respects APPROVED and the City Clerk is hereby directed to file a copy of said Five-Year Consolidated Plan and Annual Action Plan with the Official Minutes of this Meeting of City Council.

SECTION 2: That the City is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs with Federal financial assistance and assurances as set forth under the certifications.

SECTION 3: That the Mayor, on behalf of the City of Charleston, West Virginia, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of Housing and Urban Development (HUD) which has indicated its willingness to make available funds to carry out the CDBG Program in the amount of $1,501,940.00 and HOME Investment Partnership Program in the amount of $706,458.88; and is further AUTHORIZED to act as the authorized representative of the City of Charleston to sign any and all documents in regard to these programs.

SECTION 4: That the Mayor, on behalf of the City of Charleston, West Virginia, is AUTHORIZED to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; and any other supplemental or revised data which HUD may request in review of the City's Application.

ADOPTED INTO A RESOLUTION THIS 4th DAY OF AUGUST 2025 BY THE CITY COUNCIL OF THE CITY OF CHARLESTON, WEST VIRGINIA.

IN WITNESS WHEREOF, I, Amy Shuler Goodwin, Mayor of the City of Charleston, West Virginia, have hereunto set my hand and caused the Official Seal of the City of Charleston to be affixed this 4th day of August 2025.

City Manager Ben Mishoe added that the resolution approves the annual Action Plan and authorizes the approval of the 5-Year Consolidated Plan. A consulting firm helped MOECD draft the plan. Representing MOECD, Paige Hill added that it is similar to the previous 5-Year Plan, with slight changes depending on who applies for the CDBG grants.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-070 approved.

b. Resolution No. 25-071 – Authorizing the Mayor or City Manager to purchase a new Vactor pumper truck for Street Department from WV Tractor Supply in the amount of $489,497.73 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 a new Vactor pumper truck for Street Department from WV Tractor Supply in the amount of $489,497.73 pursuant to a competitively sourced contract.

Mishoe added that the resolution authorizes the purchase of a new pumper truck for the Street Department as part of the regular replacement cycle.

Councilmember Taylor confirmed with Department Head Brent Webster that this is the first vehicle of its kind for the department. It can clear drains among other things.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-071 approved.

c. Resolution No. 25-072 – Authorizing the Mayor or City Manager to purchase a new greens mower and accessories for Cato Park Golf Course from Baker Vehicle Systems in the amount of $36,428.00 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 a new greens mower and accessories for Cato Park Golf Course from Baker Vehicle Systems in the amount of $36,428.00 pursuant to a competitively sourced contract.

Mishoe added that the mower will be used for the Cato Park golf course.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-072 approved.

d. Resolution No. 25-073 – Authorizing the Mayor or City Manager to purchase two new Exmark Zero-Turn Mowers for Parks and Recreation from Power Zone in the amount of $25,998.00 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 two new Exmark Zero-Turn Mowers for Parks and Recreation from Power Zone in the amount of $25,998.00 pursuant to a competitively sourced contract.

Mishoe added that the two mowers will be used by Parks and Recreation.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-073 approved.

e. Resolution No. 25-074 – Authorizing approval of Amendment No. 1 of the FY 2025-2026 Coal Severance 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 FY 2025-2026 Coal Severance Budget as indicated on the attached list of accounts.

Mishoe added that the amendment reduces the beginning balance fund and adjusts the revenue estimate for FY2026 by increasing for the same amount.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-074 approved.

f. Resolution No. 25-075 – Authorizing the Mayor or City Manager to purchase a new Case 580 Backhoe with accessories for the Street Department from State Equipment, Inc. in the amount of $137,496.84 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 a new Case 580 Backhoe with accessories for the Street Department from State Equipment, Inc. in the amount of $137,496.84 pursuant to a competitively sourced contract.

Mishoe added that the budgeted purchase will replace an older backhoe used by the Street Department.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-075 approved.

g. Resolution No. 25-076 – Authorizing the Mayor or City Manager to enter into a contract with Electronic Specialty Company in the approximate amount of $264,049.89, as itemized in the attached exhibits, for the purchase, installation, and training of new audio-visual and conferencing equipment for the City Hall AV Room and for City Council Chambers, pursuant to a competitive RFP selection 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 Electronic Specialty Company in the approximate amount of $264,049.89, as itemized in the attached exhibits, for the purchase, installation, and training of new audio-visual and conferencing equipment for the City Hall AV Room and for City Council Chambers, pursuant to a competitive RFP selection process.

Mishoe added that the purchase will replace audio/visual equipment in the AV Room and Council Chambers. Two proposals were received, and interviewed and scored by a committee that included the City Manager's Office, IS Department and the Clerk's Office. Upgrades to Council Chambers will include a voting system.

Councilmember Ceperley confirmed with Mishoe that the goal is to have the system functional by the last meeting in October. However, there are several variables that could possibly delay that.

From the audience, Councilmember Pepper confirmed that there will be new cameras installed as well.

From the audience, Councilmember Gardner confirmed that Council meetings will not be impacted even if there are delays with installation.

IS Director Adam Cottrell added that the new system will allow the AV Room to be more effectively used as an overflow room.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Burton declared Resolution No. 25-076 approved.

Councilmember Hoover motioned to adjourn the meeting.
Meeting adjourned.