



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

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

AGENDA
FINANCE COMMITTEE MEETING
Monday, October 6, 2025
6:30 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 9-15-2025

II. RESOLUTIONS:

- a. Resolution No. 25-091 — Authorizing the Mayor or City Manager to purchase an annual renewal of the Charleston Police Department's record management software from TriTech Software Systems.
- b. Resolution No. 25-092 - Authorizing the Mayor or City Manager to purchase 2 salt spreader machines from WV Tractor Supply Company.
- c. Resolution No. 25-093 - Authorizing settlement of a pending claim against the City, by Robley Lushbaugh, with associated claim number WV1542025027014.
- d. Resolution No. 25-094 - Authorizing the City Treasurer to transfer \$800,000 from the Opioid Settlement Fund to the CARE Office Fund.
- e. Resolution No. 25-095 - Authorizing approval of Amendment No. 3 of the FY 2025-2026 General Fund Budget as indicated on the attached list of accounts.
- f. Resolution No. 25-096 - Authorizing the Mayor or City Manager to enter into a with Lakecrest Construction for the installation of a new storm sewer system on Chesterfield Ave.
- g. Resolution No. 25-097 - Authorizing the Mayor or City Manager to enter into an agreement with Insight Pipe Contracting, LLC for the rehabilitation of the City's storm sewer pipes at various locations.

- h. Resolution No. 25-098 - Authorizing the Mayor or City Manager to enter into an agreement with Dynamic Graphics for various employee clothing and uniforms pursuant to the uniform voucher program.
 - i. Resolution No. 25-099 - Authorizing the Mayor or City Manager to enter into an Agreement with The West Virginia Department of Transportation, Division of Highways to achieve mutually agreed upon responsibilities for administering and funding the Capital Connector Construction Project.
- III. **BILLS:**
- a. Bill No. 8058 - A BILL to amend Municipal Code relating to updating exemptions to the municipal business and occupation tax, exempting the application of the tax on any business with less than \$2,500.00 in annual gross income and on the sale of new automobiles.

IV. **THE AGENDA WAS AMENDED ON 10-2-2025**

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., SEPTEMBER 15, 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., September 15, 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
Chelsea Steelhammer
Emmett Pepper
Frank Annie

I. DISCUSSION:

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

II. RESOLUTIONS:

- a. Resolution No. 25-085 – Authorizing the Mayor or City Manager to purchase three new Ford Ranger crew cab pickup trucks from Stephens Auto Center in the total amount of \$104,667.00 pursuant to a competitively sourced statewide contract. Two of these are for Public Grounds and one is for Parking pursuant to FY 2026 budget.

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

That the Mayor or City Manager is authorized to purchase three new Ford Ranger crew cab pickup trucks from Stephens Auto Center in the total amount of \$104,667.00 pursuant to a competitively sourced statewide contract.

City Manager Ben Mishoe added that the purchase is part of the regular replacement cycle.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-085 approved.

- b. Resolution No. 25-086 – Authorizing the Mayor or City Manager to enter into a contract with Buckeye Construction and Restoration in the amount of \$2,493,986.00 for various repairs of the six City-owned parking garages, where the total contract price was determined through 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 a contract with Buckeye Construction and Restoration in the amount of \$2,493,986.00 for various repairs of the six City-owned parking garages, where the total contract price was determined through a competitive bid process.

Mishoe added that this is the next step in the established 5-Year Maintenance Plan. He added that staircases will be replaced in Garages 3 and 4 (Coliseum and Convention Center).

Councilmember Jenkins asked what was the estimate for any additional work that might follow this phase. Mishoe confirmed that this was Year 1 of the 5-Year Plan. Parking Director Terri Allen estimated that it will be between \$7-8 million over the five years.

Councilmember Taylor asked what the structural lifespan of the garages was. Allen replied that the estimate is 40-50 years. Building 1 is the oldest and closest to that mark.

From the audience, Councilmember Annie confirmed with Mishoe that the work will likely begin in Spring for the outdoor work and very soon for the staircases. The elevators will remain in service during the renovations.

From the audience, Councilmember Gardner confirmed the locations and names of the parking garages:

- #1 City Service Center
- #2 Cinema
- #3 Lee Street (Greyhound)
- #4 Coliseum and Convention Center
- #5 Shanklin
- #6 Summers Street

Councilmember Robinson confirmed with Mishoe that they are looking into freeing up more spaces in Garage #3.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-086 approved.

- c. Resolution No. 25-087 – Authorizing settlement of a pending disputed claim against the City, by Steven Lee with associated claim number WV1542025026403, related to an alleged use of excessive force during an arrest by a Charleston Police Department K9 unit, as recommended by the City Solicitor.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the City Council hereby authorizes and approves the settlement of a pending disputed claim against the City, by Steven Lee with associated claim number WV1542025026403, related to an alleged use of excessive force during an arrest by a Charleston Police Department K9 unit in the amount of \$150,000.00, as recommended by the City Solicitor. The City Council authorizes the City Solicitor and City Manager to take all necessary steps to finalize resolution of the claim.

City Attorney Kevin Baker added that the claim is related to the deployment of a police canine during the apprehension of a suspect. The canine was deployed without sufficient warnings being given to the suspect. Mediation resulted in the proposed resolution and settlement.

Councilmember Taylor spoke in favor 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. 25-087 approved.

- d. Resolution No. 25-088 – Authorizing approval of Amendment No. 2 of the FY 2025-2026 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. 2 of the FY 2025-2026 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that the amendment would roll over fund balance of purchases that were approved for last year's fiscal budget but were not completed.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-088 approved.

- e. Resolution No. 25-089 – Authorizing the Mayor or City Manager to enter into a contract with SQP Construction Group, Inc., in the amount of \$399,195.00 for repairs and improvements to various City sidewalks and ADA ramps, where the total contract price was determined through 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 a contract with SQP Construction Group, Inc., in the amount of \$399,195.00 for repairs and improvements to various City sidewalks and ADA ramps, where the total contract price was determined through a competitive bid process.

Mishoe added that the funding will come from the City's CDBG funding.

Councilmember Robinson remarked that there were a lot of discrepancies in the bid amounts.

Councilmember Gardner confirmed that the bid request provided a list of locations.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-089 approved.

- f. Resolution No. 25-090 – Authorizing the Mayor or City Manager to enter into a contract with Persinger & Associates in the amount of \$4,200,000.00 for renovations and additions to various Charleston Fire Department fire stations, where the total contract price was determined through a competitive bid process, followed by negotiation with the low-bidder pursuant to W.Va. Code §5-22-4 to reach the final contract amount.

WHEREAS, the City of Charleston retained Thrasher Engineering to conduct an assessment of Charleston Fire Department's eight fire stations, and subsequently retained them to perform architecture and engineering work to design necessary renovations at five of those stations; and

WHEREAS, the City of Charleston published the design specifications to solicit competitive bids for the construction of the designed renovations and additions, with Persinger and Associates submitting the apparent low bid of \$4,387,000.00; and

WHEREAS, West Virginia Code §5-22-4 permits the state and its subdivisions in certain instances to negotiate with the lowest qualified responsible bidder, and sets forth the method in which those negotiations may occur, including the requirement that a negotiated award must be made within 60 days of the bid opening date, the negotiated amount may not exceed 10% of the original low bid amount, and any change to the original project specifications be memorialized in writing; and

WHEREAS, the City of Charleston undertook negotiations with Persinger & Associates that resulted in changes to the original project specification as outlined in the attached letter agreement, which reduced the contract price by \$187,000.00 to a final price of \$4,200,000.00, well-within the 10% maximum allowable by State Code.

Now Therefore, 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 Persinger & Associates in the amount of \$4,200,000.00 for renovations and additions to Charleston Fire Department's various fire stations, where the total contract price was determined through a competitive bid process followed by negotiation with the lowest qualified responsible bidder to reach the final contract amount pursuant to W.Va. Code §5-22-4.

Mishoe added that through State law they were able to further negotiate a lower price with the lowest bidder.

Councilmember Ceperley confirmed with Mishoe that any changes going forward would follow the current rules and guidelines. Once the cumulative change orders reach \$25,000, it would go to Council for approval.

Councilmember Burton moved to approve the Resolution. With members present recorded

thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-090 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 25-091

Introduced in Council:

October 6, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-091 – Authorizing the Mayor or City Manager to purchase an annual renewal
2 of the Charleston Police Department’s record management software from TriTech Software
3 Systems in the amount of \$84,389.28 pursuant to a competitively sourced contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase an annual renewal of the Charleston
8 Police Department’s record management software from TriTech Software Systems in the
9 amount of \$84,389.28 pursuant to a competitively sourced contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 9/25/2025

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: _____

Renewal of software maintenance contract for the CPD records management system.

Purchase justification: Required to keep software and hardware up to date.

If approved, the total purchase price will be: \$84,389.28

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☒ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | | |
|----|--|-----------------|-----------|
| 1. | CentralSquare (TriTech Software Systems) | Price Quote: \$ | 84,389.28 |
| 2. | | Price Quote: \$ | |
| 3. | | Price Quote: \$ | |
| 4. | | Price Quote: \$ | |
| 5. | | Price Quote: \$ | |

The apparent low-bid vendor *meeting specifications* is: CentralSquare (TriTech Software Systems)

AND

- ☒ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

- ☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:
See attached. This is a software renewal for the CPD records management system.

Original purchase C.A. 12/19/2016 from Zuercher, which was acquired by Trittech, a subsidiary of CentralSquare.

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

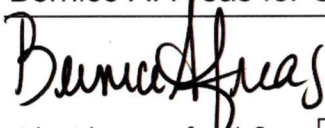
REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Bernice A. Freas for CPD Department: City Manager's Office



Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 70000000 521600

City Manager Approval: _____ Date: _____

CITY OF CHARLESTON
Police Department
Purchase Request Form

Date: 9/24/2025 Purchase Order #: _____

Vendor: Central Square / TriTech V10889 Phone #: _____

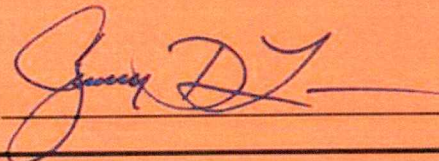
Contact: Jenny McPherson Fax: _____

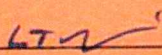
Address: _____
(Street, City, State, Zip)

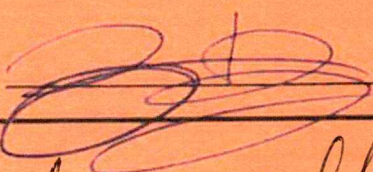
Quantity	Description	Unit Price	Total Price
1	Central Square (Zuercher Renewal Quote Q-200002)		84,389.28
TOTAL			84,389.28

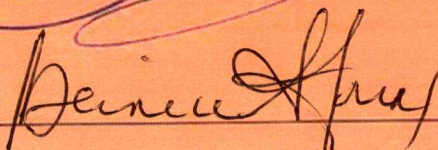
Requested By: Sgt. Greg Lucas Date: 9/24/2025

Purpose of Request: Zuercher RMS Support Renewal

Division Commander:  Date: 9/24/2025
☐ Denied ☒ Approved

Bureau Commander:  Date: 9/24/25
☐ Denied ☒ Approved

Chief of Police:  Date: 9/24/25
☐ Denied ☒ Approved

Budget Officer:  Date: 9/24/2025
☐ Denied ☒ Approved

Council Action Date: _____ Account: 70000000 521600



**CITY OF
CHARLESTON, WEST VIRGINIA
POLICE DEPARTMENT**

501 VIRGINIA ST EAST
CHARLESTON, WEST VIRGINIA 25301



To: City Council of Charleston, WV / Finance Committee
From: Greg Lucas, Information Services Division Commander
Date: September 23, 2025
Subject: Request for Annual Renewal Funds – Zuercher RMS

I am requesting funding in the amount of **\$84,389.28** for the annual renewal of Zuercher, the Records Management System (RMS) utilized by the Charleston Police Department. Zuercher was purchased in 2016 following an extensive review of available systems. At that time, CPD's prior RMS, owned by Tri-Tech Systems, was approaching End-of-Life (EOL) and was no longer going to be supported by either Windows or Tri-Tech. Multiple options were explored, but Zuercher had recently been acquired by Tri-Tech and, because CPD was already a Tri-Tech customer, the system was offered to us as an upgrade rather than a new product purchase.

This upgrade pricing reduced the cost from approximately **\$1.3 million to \$470,000**, making Zuercher the most cost-effective and sustainable choice. Since its implementation, Zuercher has proven to be a reliable system that CPD has come to depend on and intends to continue using for the foreseeable future.

Because Zuercher is a proprietary product and no other vendor can provide this service, it qualifies as a **sole-source renewal**. However, it is important to note that this request is simply the annual continuation of a product that has been in successful operation since 2016. Approval of this funding will ensure CPD's continued access to a mission-critical system that supports daily operations and record management.

Thank you for your consideration.

Respectfully,

Sgt. Greg Lucas
Information Services Division Commander
Charleston Police Department

Renewal Order #: Q-200002
Start Date: August 29, 2025
End Date: August 28, 2026
Billing Frequency: Yearly
Subsidiary: Tritech Software Systems

Renewal Order prepared for:
Greg Lucas, Sergeant
Charleston Police Department
501 Virginia Street East
Charleston, WV 25301
(304) 389-2235

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	Administration Server License	1	2,505.98 USD
2.	Extend Adapter License	1	702.15 USD
3.	Mobile NCIC Client License	40	0.00 USD
4.	Mobile Records Client License	40	7,619.24 USD
5.	Mobile Server License	1	4,009.56 USD
6.	Portal Server License	1	3,308.10 USD
7.	Property and Evidence Extend Client License	2	140.71 USD
8.	Records - N-DEx Adapter (IA IEPD)	1	0.00 USD
9.	Records - WV Crime Reporting (UCR) Interface	1	0.00 USD
10.	Records Server License	2	24,061.42 USD
11.	Reporting Server License	1	0.00 USD
12.	Zuercher Suite - Time Synchronization Interface	1	0.00 USD
13.	Zuercher Suite - WEAPON/NCIC Interface (Basic Queries)	1	2,339.34 USD

WHAT HARDWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	Zuercher Suite Production GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing)	1	3,609.22 USD

2.	Zuercher Suite Production NCIC Server (Virtualized Server, OS, Installation & Testing)	1	1,604.09 USD
3.	Zuercher Suite Production Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	1	11,028.86 USD
4.	Zuercher Suite Training/Testing Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	1	7,218.44 USD
5.	Zuercher Suite Warm Standby GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing)	1	3,609.22 USD
6.	Zuercher Suite Warm Standby NCIC Server (Virtualized Server, OS, Installation & Testing)	1	1,604.09 USD
7.	Zuercher Suite Warm Standby Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	1	11,028.86 USD

Renewal Order Total: 84,389.28 USD

Billing Information

This is not an invoice. Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the Ship To location provided by the Customer on the Renewal Order Form.

Please note that the Total Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Total Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Total Price displayed above.

Resolution No. 25-092

Introduced in Council:

October 6, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-092 – Authorizing the Mayor or City Manager to purchase two HI-WAY P-8
2 stainless steel salt spreader machines from WV Tractor Supply Company in the amount of
3 \$27,586.00 pursuant to a competitively sourced contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase two HI-WAY P-8 stainless steel salt
8 spreader machines from WV Tractor Supply Company in the amount of \$27,586.00 pursuant to
9 a competitively sourced contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Two small Salt Machines for
Street dept.

Date: 9/16/2025

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: To Purchase two small
HI-WAY P-8 Stainless steel salt machine's from WV tractor company.

Purchase justification: This will be used on the other 2 F550 trucks we have for winter and this will give
us two more small trucks to run in winter. The Hi-way brand is what our salt trucks hydraulic system
is plumed to operate.

If approved, the total purchase price will be: \$13,793.00 x 2 = \$27,586.00

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☒ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|-------|-----------------------|
| 1. | _____ | Price Quote: \$ _____ |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Wv Tractor company is the only Certified and approved supplier in the state of WV.

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Kevin Oxley Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____



WEST VIRGINIA TRACTOR COMPANY

CONSTRUCTION, MINING, MUNICIPAL & INDUSTRIAL EQUIPMENT

P.O. BOX 473, 214 VIRGINIA ST. W. CHARLESTON, WV 25322/25302 • (304) 346-5301

August 21, 2025

City Of Charleston
Shop on Pennsylvania Ave
Charleston, WV 25302

Subj: Salt Spreader Proposal

Ladies and Gentlemen:

We are pleased to offer the following described equipment for your consideration:

HI-WAY Super P-8' 304SS engine driven salt and material spreader complete with 8', 2.7 cu. yd. struck capacity body made of 304 stainless steel with a 16 1/2" wide conveyor chain, enclosed and extended distributor spinner assembly with internal and external adjustable baffles, 16" diameter spinner, parts/operation manual, dual motor hydraulic drive and all other standard equipment, plus: Heavy duty 2-piece hinged screens with 3/8" dia. bars
Inverted V conveyor shield
Dual hydraulic motor drive

PRICE: F.O.B. Charleston.....\$13,793 each

Availability: About October with a quick order.

Freight note: The freight price in our quote is a current estimate. We could get higher freight costs later.

West Virginia Tractor has been a dealer for construction and municipal equipment in West Virginia for 80 years with a full sales, service and parts facility in Charleston.

Thank you for your consideration. If you have any questions or need any additional information, please feel free to call me at any time. We invite you to visit our web site at www.wvtractor.com.
Again, thanks.

Sincerely,

Mike Grady, President



319.363.8281 | NewLeader.com

1330 76th Avenue Southwest
Cedar Rapids, Iowa 52404

City of Charleston, WV
Purchasing Dept

September 09, 2025

Reference: West Virginia Tractor Company (WVT)

All concerned parties,

This letter is to inform you that West Virginia Tractor Company, located at 214 Virginia Street, Charleston WV is the only Certified Dealer and approved supplier of Hi-Way products for the entire State of West Virginia. WVT has been a working partner with Highway Equipment Co since 1970 and is able to sell, service, warranty and install all Hi-Way products and parts.

Any questions regarding the status of WVT., please call or email me.

Sincerely yours,

Tom Krick

A handwritten signature in black ink, appearing to read "TK", written over a horizontal line.

Product Manager

315-857-7561

tkrick@newleader.com

Resolution No. 25-093

Introduced in Council:

October 6, 2025

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance Committee

Resolution No. 25-093 - Authorizing settlement of a pending claim against the City, by Robley Lushbaugh, with associated claim number WV1542025027014, related to a vehicle collision wherein a City trash truck rear-ended a 2024 Honda CR-V resulting in the vehicle being totaled, as recommended by the City Solicitor.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the City Council hereby authorizes and approves the settlement of a pending claim against the City, by Robley Lushbaugh, with associated claim number WV1542025027014, related to a vehicle collision wherein a City trash truck rear-ended a 2024 Honda CR-V resulting in the vehicle being totaled in an amount of \$37,550.50 to Robley Lushbaugh and an additional amount of up to \$5,000.00 to third-parties for appraisal and rental car expenses related to the claim, as recommended by the City Solicitor. The City Council authorizes the City Solicitor and City Manager to take all necessary steps to finalize resolution of the claim.

Resolution No. 25-094

Introduced in Council:

Adopted by Council:

October 6, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 25-094 - Authorizing the City Treasurer to transfer \$800,000 from the Opioid Settlement Fund (Fund 2027) to the CARE Office Fund (Fund 2097) to be used for continued operation of the CARE Office's due to the expiration of federal grants.

WHEREAS, the City established the Coordinated Addiction Response Effort (CARE) Office in 2019 and has relied on a combination of federal grants to employee positions for various programs within the mission of the CARE Office; and

WHEREAS, in June 2024, after the expiration of the federal grants that supported the Quick Response Team Coordinator and Mental Health Coordinator, the City allocated \$500,000 from the Opioid Settlement Fund to the CARE Office Fund for the continued operations of the programs for the period of approximately two years; and

WHEREAS, the federal grant that supported the CARE Office's Crisis Intervention Team (CIT) expired on September 30, 2025; and

WHEREAS, the City desires to continue the operation of the CIT with Opioid Settlement Funds, as well as continue operating the Quick Response Team and Mental Health Coordinator through FY 2027;

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the City Treasurer is hereby authorized to transfer \$800,000 from the Opioid Settlement Fund (Fund 2027) to the CARE Office Fund (Fund 2097) to be used for continued operation of the CARE Office's program through fiscal year 2027.

Resolution No. 25-095

Introduced in Council:

Adopted by Council:

October 6, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 25-095 - Authorizing approval of Amendment No. 3 of the FY 2025-2026 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 3 of the FY 2025-2026 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2025-2026 Budget Amendment No. 03 - October 6, 2025

Revenues and Fund Balances										Current	Increase/	Amended
Account No.		Department		Account Description						Amount	(Decrease)	Amount
1001	00	00000	000	000	439904	Revenue	Unclaimed Property Revenue	-	27,158			27,158
Net Increase/(Decrease) to Revenues											27,158	
Expenditures										Current	Increase/	Amended
Account No.		Department		Account Description						Amount	(Decrease)	Amount
1001	80	97900	C17	000	645800	Capital Outlay - Parks & Rec	Major Improvement Projects	-	27,158			27,158
Net Increase/(Decrease) to Expenditures											27,158	
Description:												
To allocate Unclaimed Property received by WV Treasury for improvements at the Kanawha City Recreation Center basketball courts.												

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 25-096

Introduced in Council:

October 6, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-096 – Authorizing the Mayor or City Manager to enter into a contract in the amount of \$579,755.00 with Lakecrest Construction for the installation of a new storm sewer system on Chesterfield Ave in the vicinity of Glenridge Road where the contract price was determined 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 a contract in the amount of \$579,755.00 with Lakecrest Construction for the installation of a new storm sewer system on Chesterfield Ave in the vicinity of Glenridge Road where the contract price was determined pursuant to a competitive bid process.



CITY OF CHARLESTON
RECOMMENDATION TO AWARD

DATE: September 30, 2025

SUBJECT: Recommendation for Award

Solicitation Number: 2026-11 Chesterfield Storm Sewer Project

Lakecrest Construction - \$579,755.00

Award Recommendation: Check the appropriate box below.

☒ **Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to **Lakecrest Construction** in the amount of **\$579,755.00**.

☐ **Multiple Award:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____.

☐ **Other Than Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

Bidding Vendors not awarded:

BWE Group, INC - \$849,999.86

Respectfully,

Signature

Date

Printed Name and Title

2026-11 Chesterfield Avenue Storm Sewer Project			
Business	Opened at	Bid Total	Local Vendor Preference
Lakecrest Construction	9/30/2025 2:30pm	\$579,755.00	\$574,755.00
BWE Group, INC.	9/30/2025 2:30pm	\$849,999.86	N/A

20269-11 Chesterfield Avenue Storm Sewer Project		
	Lakecrest Construction	BWE group, Inc.
<u>Mandatory Requirement</u>		
3.1 Mobilization	\$27,400.00	\$42,075.00
3.2 Traffic Control	\$40,000.00	\$104,125.00
3.3 Erosion	\$22,000.00	\$25,500.00
3.4 12-inch Corrugated High Density Polyethylene Pipe	\$38,430.00	\$42,499.80
3.5 15-inch Corrugated High Density Polyethylene Pipe	\$60,120.00	\$85,003.20
3.6 18-inch Corrugated High Density Polyethylene Pipe	\$157,575.00	\$223,971.00
3.7 24-inch Corrugated High Density Ciorrugated Polyethylene	\$17,850.00	\$14,875.00
3.8 30-inch Corrugated High Density Polyethylene Pipe	\$43,680.00	\$59,500.80
3.9 4' Diameter Manhole	\$9,000.00	\$20,400.00
3.10 5' Diameter Manhole	\$18,000.00	\$31,450.00
3.11 Type-G Drain Inlet	\$29,500.00	\$102,000.00
3.12 Type-B Drain Inlet	\$74,200.00	\$64,600.06
3.13 Class K Portland Cement Concrete Pavement	\$42,000.00	\$34,000.00
Vendor Protest Acknowledgement	Yes	Yes
Contact and Signature Form	Yes	Yes
Pricing Page	Yes	Yes
Addendum Acknowledgement	Yes	Yes
Local Vendor Form (if Applicable)	Yes	N/A
City of Chalreston Purchasing Affidavit	Yes	Yes
WV Contractor's License	Yes	Yes
Certificate of Insurance	Yes	Yes
Bid Bond or Surety Check (valid)	Yes	Yes
Drug Free Workplace Affidavit	Yes	Yes
Subcontractor's List (if applicable)	Yes	Yes
Fed Funds Addendum	Yes	Yes
Grand Total	\$579,755.00	\$849,999.86

Resolution No. 25-097

Introduced in Council:

October 6, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-097 – Authorizing the Mayor or City Manager to enter into an agreement with Insight Pipe Contracting, LLC in the amount of \$365,530.00 for the rehabilitation of the City's storm sewer pipes at various locations where the contract price was determined 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 Insight Pipe Contracting, LLC in the amount of \$365,530.00 for the rehabilitation of the City's storm sewer pipes at various locations where the contract price was determined pursuant to a competitive bid process.

2026-09 Pipelining Rehabilitation Project			
Business	Opened at	Bid Total	Local Vendor Preference
Insight Pipe Contracting, LLC	9/30/2025 2:00pm	\$365,530.00	\$360,530.00
Insituform Technologies LLC	9/30/2025 2:00pm	\$912,655.85	\$907,655.85
SAK Construction, LLC	9/30/2025 2:00pm	\$699,210.00	N/A

2026-09 Pipelining Rehabilitation Project			
	Insight Pipe Contracting, LLC	Insituform Technologies LLC	SAK Construction, LLC
<u>Mandatory Requirement</u>			
Item 3.2 – Mobilization (≤5%)	\$ 8,000.00	\$ 44,000.00	\$ 25,000.00
Item 3.3 – Traffic Control	\$ 1,000.00	\$ 86,088.00	\$ 25,000.00
Item 3.4 – CIP Pipelining for 8"	\$ 5,940.00	\$ 18,315.00	\$ 14,520.00
Item 3.4 – CIP Pipelining for 10"	\$ 120,120.00	\$ 359,590.00	\$ 238,700.00
Item 3.4 – CIP Pipelining for 12"	\$ 68,700.00	\$ 156,292.50	\$ 116,790.00
Item 3.4 – CIP Pipelining for 15"	\$ 29,230.00	\$ 52,910.00	\$ 61,050.00
Item 3.4 – CIP Pipelining for 18"	\$ 23,790.00	\$ 44,525.00	\$ 40,950.00
Item 3.4 – CIP Pipelining for 24"	\$ 21,250.00	\$ 73,270.00	\$ 56,950.00
Item 3.4 – CIP Pipelining for 30"	\$ 17,500.00	\$ 43,075.00	\$ 37,250.00
Item 3.5 – Lateral Reconnect	\$ 5,000.00	\$ 1,090.00	\$ 500.00
Item 3.6 – Allowances	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Item 3.7 – CCTV Inspection	\$ 35,000.00	\$ 3,500.00	\$ 52,500.00
Vendor Protest Acknowledgement	Yes	Yes	Yes
WV Contractor's License	Yes	Yes	Yes
Certificate of Insurance	Yes	Yes	Yes
Bid Bond	Yes	Yes	Yes
Drug Free Workplace Affidavit	Yes	Yes	Yes
Subcontractor's List	Yes	Yes	Yes
Contact and Signature Form	Yes	Yes	Yes
Pricing Page	Yes	Yes	Yes
Addendum Acknowledgement	Yes	Yes	Yes
Local Vendor Form (if Applicable)	Yes	Yes	N/A
Federal Funds Addendum (if Applicable)	N/A	N/A	N/A
City of Charleston Purchasing Affidavit	Yes	Yes	Yes
Grand Total	\$ 365,530.00	\$ 912,655.50	\$ 699,210.00



CITY OF CHARLESTON
RECOMMENDATION TO AWARD

DATE: September 30, 2025

SUBJECT: Recommendation for Award

Solicitation Number: 2026-09 Pipelining Rehabilitation Project

Insight Pipe Contracting, LLC - \$365,530.00

Award Recommendation: Check the appropriate box below.

☒ **Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to **Insight Pipe Contracting, LLC** in the amount of **\$365,530.00**.

☐ **Multiple Award:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____.

☐ **Other Than Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

Bidding Vendors not awarded:

Insituform Technologies, LLC - \$912,655.85
SAK Construction, LLC - \$699,210.00

Respectfully,

Signature

Date

Printed Name and Title

Bill No. 8058

Introduced in Council:

June 16, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Bill No. 8058 - A BILL to amend and reenact Section 110-63 of the Municipal Code of the City of Charleston, as amended, relating to updating exemptions to the municipal business and occupation tax in order to incorporate legislation passed by the West Virginia Legislature; exempting the application of the tax on any business with less than \$2,500.00 in annual gross income and on the sale of new automobiles as detailed herein; and making both exemptions effective July 1, 2025.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 110-63 of the Municipal Code of the City of Charleston, as amended, is hereby amended and reenacted to read as follows:

Sec. 110-63. - Exemptions.

(a) The provisions of this article shall not apply to:

(1) Insurance companies which pay the state a tax upon premiums; provided, that such exemption shall not extend to that part of gross income of insurance companies which is received for the use of real property, other than property in which any such company maintains its office or offices, in the city, whether such income is in the form of rentals or royalties;

(2) Nonprofit cemetery companies organized and operated for the exclusive benefit of their members;

(3) Fraternal societies, organizations and associations organized and operated for the exclusive benefit of their members and not for profit; provided, that this exemption shall not extend to that part of gross income arising from the sale of alcoholic liquor, food and related services of such fraternal societies, organizations and associations which are licensed as private clubs under the provisions of W. Va. Code ch. 60, art. 7;

(4) Corporations, associations and societies organized and operated exclusively for religious or charitable purposes; provided that: the city may impose its business and occupation tax on any activity of a corporation, association or society organized and operated exclusively for religious or charitable purposes only to the extent that the income generated by the activity is subject to taxation under the provisions of section 511 of the Internal Revenue Code of 1986, as amended;

(5) Production credit associations, organized under the provisions of the federal

36 Farm Credit Act of 1933; provided, that the exemptions of this section shall not apply to
37 corporations or cooperative associations organized under the provisions of W. Va. Code
38 ch. 19, art. 4;

39 (6) Any credit union organized under the provisions of chapter 31 or any other
40 chapter of the Code of West Virginia; provided, that the exemptions of this section shall
41 not apply to corporations or cooperative associations organized under the provisions of
42 W. Va. Code ch. 19, art. 4;

43 (7) Gross income derived from advertising service rendered in the business of
44 radio and television broadcasting;

45 (8) The gross income or gross proceeds of sale of a gasification or liquefaction of
46 coal project in the demonstration, pilot or research states; provided, that prior to the
47 commencement of operation of any such project, the tax commissioner of the state shall
48 have first certified the project as eligible for such exemption; provided, further, that such
49 exemption shall expire seven years from the date the project first receives gross income
50 or gross proceeds from sales; and

51 (9) The first \$5,000.00 of gross income or gross proceeds in each calendar year
52 derived from sales or services by a vendor, as defined in section 18-1031 of this Code,
53 shall be exempt from the tax imposed by this article. The vendor shall file a business
54 and occupation tax return for such gross income or gross proceeds even if such
55 revenue is exempt.

56 (b) Effective July 1, 2025:

57 (1) A person engaging in business within the City shall not be subject to the
58 municipal business and occupation or privilege tax imposed by this article for any tax
59 year in which the taxpayer's gross income or gross proceeds is less than two thousand
60 five hundred dollars (\$2,500.00). This exemption shall apply on a prospective basis only
61 and shall not affect liability for any tax periods ending prior to July 1, 2025. The person
62 shall file a business and occupation tax return for such gross income or gross proceeds
63 even if such revenue is exempt; and

64 (2) The municipal business and occupation or privilege tax imposed by this article
65 shall not apply to the sale of new automobiles that have never been registered in the
66 name of an individual. For the purposes of this subsection, an automobile is a self-
67 propelled vehicle used on the roads and highways by the use of motor vehicle fuel or
68 propelled by one or more electric motors using energy stored in batteries or a
69 combination thereof. An automobile shall include a light-duty truck with an enclosed
70 cabin and an open loading area at the rear and a sport utility vehicle. An automobile
71 does not include a motorcycle. The full exemption shall apply on a prospective basis.
72 For any tax periods ending prior to July 1, 2025, a partial exemption shall apply as set
73 forth in West Virginia Code § 8-13-5. The person shall file a business and occupation
74 tax return for such gross income or gross proceeds even if such revenue is exempt.

75 (c) An organization is "charitable" for purposes of subdivision (4) of subsection
76 (a) of this section if it satisfies both of the following criteria: (1) it is exempt from Federal
77 Tax, under 26 U.S.C. § 501(c)(3), and (2) its purposes include relief of poverty,
78 advancement of education, advancement of religion, promotion of health, governmental
79 or municipal purposes, or other purposes that are beneficial to the community.