

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., NOVEMBER 3, 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., October 20, 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
Mary Beth Hoover
Larry Moore (arrived at 6:3, first vote 25-107)
Chad Robinson
Shawn Taylor

Absent:
Becky Ceperley

Other Councilmembers present:

Beth Kerns
Chelsea Steelhammer
Joe Solomon
Frank Annie
Harper Gardner
Jennifer Pharr
John Gianola
Pam Burka
Caitlin Cook

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the October 20, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-106 – Authorizing “Citizen Appreciation Parking” on Saturdays during the holidays as follows: November 29, 2025, December 6, 2025, December 13, 2025, December 20, 2025, December 27, 2025, and January 3, 2026. “Citizen Appreciation Parking” shall include the waiving of hourly parking fees for all metered on-street parking spaces. The parking revenue losses will amount to approximately \$2,300.00 per Saturday.

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

That “Citizen Appreciation Parking” is authorized on Saturdays during the holidays as follows: November 29, 2025, December 6, 2025, December 13, 2025, December 20, 2025, December 27, 2025, and January 3, 2026. “Citizen Appreciation Parking” shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$2,300.00 per Saturday.

City Manager Ben Mishoe added that the City has had Citizen Appreciation Parking for many years. Parking meter fees will be waived on the listed six Saturdays.

Councilmember Jenkins added that it is a great idea that is appreciated by citizens.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-106 approved.

- b. Resolution No. 25-107 – Authorizing the Mayor or City Manager to enter into one or more agreements for the purchase of E-10 Gasoline and Diesel Fuel through bids to be received by the Kanawha Valley Regional Transportation Authority (“KRT”) on November 19, 2025. The bid prices for E-10 Gasoline and Diesel Fuel shall remain in effect for a 24-hour period following the bid opening; therefore, the Mayor or City Manager is authorized to exercise discretion in accepting or rejecting such bid proposals as he or she determine to be in the best interest of the City and to report same to the Finance Committee and Council at the next scheduled meeting.

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

That the Mayor or City Manager is authorized to enter into one or more agreements for the purchase of E-10 Gasoline and Diesel Fuel through bids to be received by the Kanawha Valley Regional Transportation Authority (“KRT”) on November 19, 2025. The bid prices for E-10 Gasoline and Diesel Fuel shall remain in effect for a 24-hour period following the bid opening; therefore, the Mayor or City Manager is authorized to exercise discretion in accepting or rejecting such bid proposals as he or she determine to be in the best interest of the City and to report same to the Finance Committee and Council at the next scheduled meeting.

Mishoe added that the City will be going through the Kanawha Valley Regional Transportation Authority to receive fuel bids. The bids are good for 24 hours, so the resolution gives the Administration the authority to accept the bid at their discretion.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-107 approved.

- c. Resolution No. 25-108 – Authorizing the Mayor or City Manager to enter into an agreement with Robbins Sports Surfaces for purchase of a used portable basketball court, carts, ramps and other necessary accessories for the Charleston Coliseum and Convention Center in the amount of \$208,560.00 pursuant to the direct purchase authority set forth in Section 2-486 of Charleston Municipal Code. Direct Purchase authorization is recommended due to the substantial savings in buying a slightly used court versus a new one, the immediate availability of this specific court, and the fluctuating availability of used courts in the market.

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 Robbins Sports Surfaces for purchase of a used portable basketball court, carts, ramps and other necessary accessories for the Charleston Coliseum and Convention Center in the amount of \$208,560.00 pursuant to the direct purchase authority set forth in Section 2-486 of Charleston Municipal Code.

Mishoe added that the purchase will be a replacement of a 15-year-old court. The proposed court is gently used.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-108 approved.

- d. Resolution No. 25-109 – Authorizing the Mayor or City Manager to enter into a contract with Morton Salt Inc. for the purchase of road salt at a rate of \$111.56 per ton pursuant to a competitive bidding process, where the contract quantity will be “as needed” with no minimum amount required and where the price will remain fixed for one year.

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 Morton Salt Inc. for the purchase of road salt at a rate of \$111.56 per ton pursuant to a competitive bidding process, where the contract quantity will be “as needed” with no minimum amount required and where the price will remain fixed for one year.

Mishoe added this purchase was approved at the last meeting. Due to a misreading of the pricing sheet, the original vendor was not the actual low bidder.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-109 approved.

- e. Resolution No. 25-110 – Authorizing approval of Amendment No. 5 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. 5 of the FY 2025-2026 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that the resolution authorizes the transfer of funds to the CARE Office funds to be distributed to the Kanawha Valley Collective for food distribution during November and December. Funds will also be transferred to Parks and Recreation for food distribution at the City recreation centers.

Councilmember Robinson confirmed that, for the recreation centers, the food will go to kids that come to the centers.

Councilmember Jenkins confirmed that the food boxes are meant for children, but an adult would not be turned away at the recreation centers.

From the audience, Councilmember Kerns confirmed that senior citizens would also be included. Mayor Goodwin added that nutrition is almost always included in all senior activities.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-110 approved.

- f. Resolution No. 25-111 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Kanawha Valley Collective, Inc. relating to a one-time grant of \$60,000 for food distribution in November 2025 and December 2025 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 Kanawha Valley Collective, Inc. relating to a one-time grant of \$60,000 for food distribution in November 2025 and December 2025 under the terms set forth in the attached Exhibit A.

Mishoe added that the resolution is related to the budget amendment in Resolution No. 25-110.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-111 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.