



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, December 15, 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 11-17-2025
- b. The City Manager's report on fuel purchase pursuant to Resolution No. 25-10.

II. RESOLUTIONS:

- a. Resolution No. 25-115 – Authorizing the Mayor or City Manager to enter into an agreement with VBM Buildings and Grounds for mowing and leaf blowing services for Spring Hill Cemetery for 2026.
- b. Resolution No. 25-116 - Authorizing the Mayor or City Manager to purchase three Internationals and one Kenworth dump trucks from Worldwide Equipment for the Street Department.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., NOVEMBER 17, 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., November 17, 2025.

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

Joseph Jenkins, Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:

Brent Burton, Vice Chair

Other Councilmembers present:

Beth Kerns
Chelsea Steelhammer
Joe Solomon
Frank Annie
Harper Gardner
Caitlin Cook
Chuck Overstreet
Emmett Pepper
Shannon Snodgrass

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent to dispense with the reading of the minutes for the November 3, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-112 – Authorizing the Mayor or City Manager to contract with Amwins Group Benefits, LLC for medical and prescription drug coverage for the Medicare eligible retiree health plan at a set cost per member per month described in the attached exhibit as Alternative Medical Plan 5 for the plan year starting January 1, 2026.

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

That the Mayor or City Manager is authorized to contract with Amwins Group Benefits, LLC for medical and prescription drug coverage for the Medicare eligible retiree health plan at a set cost per member per month described in the attached exhibit as Alternative Medical Plan 5 for the plan year starting January 1, 2026.

City Manager Ben Mishoe added that the plan will be a one-year contract for Medicare eligible retirees. The only difference will be an increase in the total out of pocket for the entire year, which would increase \$200 for the year.

Councilmember Jenkins confirmed with the Assistant Human Resources Director April Thompson that it is better than gap coverage. She added the pharmacy costs are also covered.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-112 approved.

- b. Resolution No. 25-113 – Authorizing the Mayor or City Manager to purchase a total of twelve model year 2026 Ford Interceptors from Thornhill Group, Inc. for the Charleston Police Department at a total price of \$806,450.36, where the price also includes the purchase and installation of all equipment necessary to upfit the vehicles for CPD use, 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 purchase a total of twelve model year 2026 Ford Interceptors from Thornhill Group, Inc. for the Charleston Police Department at a total price of \$806,450.36, where the price also includes the purchase and installation of all equipment necessary to upfit the vehicles for CPD use, all pursuant to a competitive bid process.

Mishoe added that the bid specs included the vehicle and all of the equipment necessary to outfit it. In the past, they have done that separately. The vehicles will be ready to be used as soon as they arrive.

Councilmember Jenkins asked if the increase in price was because all of the items needed were put into one bid or because of a general price increase. Mishoe replied that it was a combination of both.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-113 approved.

- c. Resolution No. 25-114 – Authorizing the Mayor or City Manager to enter into an agreement with Advizex in the amount of \$58,766.43 for the purchase of firewall and edge routers to update outdated equipment and software for Information Systems pursuant to 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 enter into an agreement with Advizex in the amount of \$58,766.43 for the purchase of firewall and edge routers to update outdated equipment and software for Information Systems pursuant to competitively sourced contract.

Mishoe added that the purchase will replace the external facing firewall and edge routers. The current system is outdated. It will support greater through-put.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-114 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.



CITY OF CHARLESTON
OFFICE OF THE CITY MANAGER

Report to City Council on the Purchase of Gasoline and Diesel Fuel

TO: City Council Members
FROM: Benjamin Mishoe, City Manager
DATE: December 1, 2025

Pursuant to Resolution No. 25-107, pre-authorizing the Administration to use its best judgment to accept or deny fuel bids within the 24-hour period after bid opening, I am providing this report on the recent contract award for the purchase of E-10 gasoline and diesel fuel.

Per past practice, Kanawha Valley Regional Transport Authority (KRT) invited the City of Charleston to participate in its fuel procurement to create a more efficient process for both KRT and the City and to facilitate receipt of the best competitive pricing available for both organizations. On November 19, 2025, KRT held the bid opening, and both KRT and the City made an award decision the same day.

Three fuel suppliers bid on the City's fuel contract. Only one supplier offered firm-fixed pricing, while all three offered variable pricing, which is an amount fixed over the OPIS daily rack rate. (See Attached Bid Tab, showing all bids and options). After discussions with key City directors regarding the risks and benefits of each option, it was decided that a firm fixed rate was preferred over the variable rate for a variety of reasons, including predictability and budgeting.

The only provider submitting firm fixed rates for a two-year period, which was the period requested in the solicitation of bids, was Colonial Oil at the following prices:

Colonial Oil	E-10 Gasoline	Diesel Fuel
Year One	\$2.0129	\$2.5487
Year Two	\$1.9113	\$2.4443

While the cost of gasoline and diesel varies, this pricing appears to be in the expected market range for the industry, and therefore the contract was awarded at a firm fixed rate for two years. It is worth noting the prior two-year contract was also with Colonial Oil and had gasoline prices ranging from \$2.45-\$2.55, and diesel prices ranging from \$2.92-\$3.22 during that period. Our budget estimates the City will use approximately 240,000 gallons of gasoline and 162,000 gallons of diesel per year.

Fuel Bids 11/15/25
Firm Fixed Price
11/19/2025

KV/RTA		Vendors					
12 month		RT Rogers oil	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
ULS Diesel	N/A		\$ 2.5587		NA		
Tank Wagon Diesel			\$ 2.7974		NA		
Tank Wagon Gasoline	N/a		\$ 2.3340		NA		
E10 Gasoline	N/a		\$ 2.0229		NA		

Second Year		RT Rogers	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
ULS Diesel	N/A		\$ 2.4543		NA		
Tank Wagon Diesel			\$ 2.6930		NA		
Tank Wagon Gasoline			\$ 2.2324		NA		
E10 Gasoline	N/A		1.9213				

Firm Fixed Price

Charleston		Vendors					
12 month		RT Rogers	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
ULS Diesel	N/a		\$ 2.5487		NA		
B5-Biodiesel					NA		
E10 Gasoline	N/A		2.0129		NA		

Second Year		RT Rogers	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
ULS Diesel	N/A		\$ 2.4443		NA		
B5-Biodiesel					NA		
E10 Gasoline	N/A		1.9113		Na		

Fuel Bids
Escalate-Deescalate Basis
11/19/2025

KV/RTA		<i>Vendors</i>					
		Rt Rogers	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
12 Month							
ULS Diesel	\$	0.0961	\$ 0.0477		\$ 0.0223		
Tank Wagon	\$	0.1993	\$ 0.3089		\$ 0.3162		
Tank Wagon	\$	0.1993	\$ 0.2627		\$ 0.2988		
E10 Gasoline	\$	0.0893	\$ 0.0096		\$ (0.0107)		

Second Year		<i>Vendors</i>					
		Rt Rogers	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
ULS Diesel	\$	0.0975	\$ 0.0527		\$ 0.0248		
Tank Wagon	\$	0.1993	\$ 0.3139		\$ 0.3262		
Tank Wagon	\$	0.1993	\$ 0.2677		\$ 0.3088		
E10 Gasoline	\$	0.0907	\$ 0.0146		\$ (0.0082)		

Rate-Deescalate

Charleston		<i>Vendors</i>					
		Rt Rogers	Colonial	Atlantic Petroleum	Petroleum Traders		
12 Month							
ULS Diesel	\$	0.0961	\$ 0.0463		\$ 0.0212		
B5-Biodiesel							
E10 Gasoline	\$	0.0893	\$ 0.0062		\$ (0.0131)		

Second Year		<i>Vendors</i>					
		Rt Rogers	Colonial Oil	Atlantic Petroleum	Petroleum Traders		
ULS Diesel	\$	0.0975	\$ 0.0513		\$ 0.0237		
B5-Biodiesel							
E10 Gasoline		0.0907	0.0112		-0.0106		



CITY OF CHARLESTON
OFFICE OF THE CITY MANAGER

November 19, 2025

Colonial Oil Industries, Inc.
101 North Lathrop Avenue
Savannah, GA 31415

RE: KRT 2025-Fuel
City of Charleston – Notice of Award

To Whom It May Concern:

The City of Charleston is awarding a firm fixed price two-year contract to Colonial Oil Industries, Inc. effective November 19, 2025 for the following:

Unleaded Gasoline E10

Year 1- (11/24/2025-11/23/2026) plus or minus 10% of the estimated 240,000 gallons at \$2.0129 per gallon.

Year 2- (11/24/2026-11/23/2027) plus or minus 10% of the estimated 240,000 gallons at \$1.9113 per gallon.

Ultra Low Sulfur Diesel

Year 1- (11/24/2025-11/23/2026) plus or minus 10% of the estimated 162,000 gallons at \$2.5487 per gallon.

Year 2- (11/24/2026-11/23/2027) plus or minus 10% of the estimated 162,000 gallons at \$2.4443 per gallon.

The City of Charleston looks forward to a business relationship with Colonial Oil Industries, Inc. If you have any questions or need any additional information, please contact me at 304.348.8014 or via email at ben.mishoe@cityofcharleston.org

Sincerely,

Benjamin Mishoe
City Manager

Resolution No. 25-115

Introduced in Council:

Adopted by Council:

December 15, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 25-115 – Authorizing the Mayor or City Manager to enter into an agreement
2 with VBM Buildings and Grounds for mowing and leaf blowing services for Spring Hill Cemetery
3 for calendar year 2026, with optional renewal for two additional years, where the unit price is
4 \$18,000 per mowing service and \$3,000 per leaf blowing service pursuant to a competitive
5 bidding process.

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


8
9 That the Mayor or City Manager is authorized to enter into an agreement with VBM Buildings
10 and Grounds for mowing and leaf blowing services for Spring Hill Cemetery for calendar year
11 2026, with optional renewal for two additional years, where the unit price is \$18,000 per
12 mowing service and \$3,000 per leaf blowing service pursuant to a competitive bidding process.

PRICING PAGE

We agree to provide the City of Charleston, WV the above Contract Services described in the attached specifications for the price listed below:

<u>Mandatory Requirement</u>	<u>Quantity</u>	<u>Per Service</u>	<u>Unit Price</u>	<u>Total Price</u>
3.1. Mowing, Blowing Cut Grass and Disposal (3.1.1-3.1.4)	14	EA	\$ 18,000	\$ 252,000
3.2 Leaf Blowing and Disposal (3.2.1)	4	EA	\$ 3,000	\$ 12,000
TOTAL:			\$ 21,000.00	\$ 264,000.00

QUANTITIES ARE FOR BIDDING PURPOSES ONLY AND ARE NOT GUARANTEED. ACTUAL CONTRACT AMOUNTS AND TOTAL NUMBER OF SERVICES WILL VARY BASED ON THE NEEDS OF THE CEMETERY AT THE DISCRETION OF THE CEMETERY PARK SUPERINTENDENT OR CITY MANAGER. THE CITY SHALL ONLY PAY FOR ACTUAL SERVICES RECEIVED.

(Company) Y M B Building and Grounds
 (Signature) 
 (Printed Name) Les E. Bumpus
 (Title) Owner
 (Date) 12/03/2025
 (Phone Number) (304) 395-9929
 (Email Address) lesbumpu60@gmail.com

Resolution No. 25-116

Introduced in Council:

Adopted by Council:

December 15, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 25-116 – Authorizing the Mayor or City Manager to purchase three
2 Internationals and one Kenworth dump trucks from Worldwide Equipment for the Street
3 Department in the amount of \$727,376.00 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 three Internationals and one
8 Kenworth dump trucks from Worldwide Equipment for the Street Department in the amount of
9 \$727,376.00 pursuant to a competitively sourced contract.