

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JANUARY 20, 2026
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., January 20, 2026.

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:
Frank Annie
Harper Gardner
Chelsea Steelhammer
Joe Solomon
Caitlin Cook
John Gianola

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent to dispense with the reading of the minutes for the January 5, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 26-010 – Authorizing the Mayor or City Manager to enter into a one-year agreement with SHI for computer and server security platform for virus protection and response Information Systems at a total of \$33,133.56 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 enter into a one-year agreement with SHI for computer and server security platform for virus protection and response Information Systems at a total of \$33,133.56 pursuant to a competitively sourced contract.

City Manager Ben Mishoe added that the contract is a one-year renewal for a server security platform.

From the audience, Councilmember Gardner asked why this was renewed one year at a time. IS Director Adam Cottrell replied that they were hoping to use a state contract, but it was not ready yet.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-010 approved.

- b. Resolution No. 26-011 – Authorizing the Mayor or City Manager to purchase a new John Deere 5075E Cab Utility Tractor with a 17-foot Side Fold Boom and other accessories from Deere & Company for the Public Grounds Department in the amount of \$133,948.98 pursuant to a competitively bid statewide 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 John Deere 5075E Cab Utility Tractor with a 17-foot Side Fold Boom and other accessories from Deere & Company for the Public Grounds Department in the amount of \$133,948.98 pursuant to a competitively bid statewide contract.

City Manager Ben Mishoe added that the purchase will replace an old tractor that will be used for landscaping. It was budgeted for in the current budget.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-011 approved.

- c. Resolution No. 26-012 – Authorizing the Mayor or City Manager to enter into an intergovernmental agreement with the West Virginia State Treasurer’s Office for lockbox services for the Charleston Fire Department’s ambulance billing payments and reaffirming the City’s participation in the investment pools in the Consolidated Fund administered by the West Virginia Board of Treasury Investments authorized in Resolution No. 744-10, approved on April 19, 2010. There is currently no cost to the local government to participate.

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 intergovernmental agreement with the West Virginia State Treasurer’s Office for lockbox services for the Charleston Fire Department’s ambulance billing payments and reaffirming the City’s participation in the investment pools in the Consolidated Fund administered by the West Virginia Board of Treasury Investments authorized in Resolution No. 744-10, approved on April 19, 2010. There is currently no cost to the local government to participate.

City Manager Ben Mishoe added that the West Virginia State Treasurer’s Office offers lockbox services for municipalities at no charge.

Councilmember Jenkins confirmed with Finance Director Any Wood that that the City has already been a participant in the investment pool, but the agreement requires that the City needs to be re-approved as a participant.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-012 approved.

- d. Resolution No. 26-013 – Authorizing the City Treasurer to transfer the amount of \$1,000,000.00 from the Sinking Fund (Fund 3100) to the Other Federal Grants Fund (Fund 2083) for the purposes of funding the required grant match for repairs to the swimming pool at Cato Park, and to transfer any remaining balance in the Sinking Fund in amount of \$1,360,820.75, plus any accumulated interest, to the Other Federal Grants Fund for the purposes of funding any non-federal share required for the Capitol Connector RAISE Construction Grant. The balance in the Sinking Fund exceeds the purposes for which it was established.

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

That the City Treasurer is authorized to transfer the amount of \$1,000,000.00 from the Sinking Fund (Fund 3100) to the Other Federal Grants Fund (Fund 2083) for the purposes of funding the required grant match for repairs to the swimming pool at Cato Park, and to transfer any remaining balance in the Sinking Fund in amount of \$1,360,820.75, plus any accumulated interest, to the Other Federal Grants Fund for the purposes of funding any non-federal share required for the Capitol Connector RAISE Construction Grant. The balance in the Sinking Fund exceeds the purposes for which it was established.

City Manager Ben Mishoe added that the recent study of city-owned pools suggested that the pool at Cato Park was in the most need. Federal funds were available to help with those repairs. The remaining balance in the Sinking Funds will go to the Capitol Connector Project.

Councilmember Robinson wanted to know why Cato's pools in particular was getting repaired. Mishoe replied that Cato needed some immediate work, and the grant has some restrictions that Cato Park already meets. They are looking at grants for the remaining three pools. Chief of Staff Matt Sutton added that Cato is the most used pool and is in the most dire need of repairs to avoid a shut down.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-013 approved.

- e. Resolution No. 26-014 – Authorizing the Mayor or City Manager to submit a grant application up to the amount of \$2,000,000.00, which if awarded would include a \$1,000,000.00 match by the City, to make improvements to the Cato Park swimming pool, or any other City-owned pools for which the funding may qualify.

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

That the Mayor or City Manager is authorized to submit a grant application up to the amount of \$2,000,000.00, which if awarded would include a \$1,000,000.00 match by the City, to make improvements to the Cato Park swimming pool, or any other City-owned pools for which the funding may qualify.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-014 approved.

- f. Resolution No. 26-015 – Authorizing the Mayor or City Manager to enter into a grant agreement with the Federal Highways Administration for construction of the Capital Connector project, in which City Council authorizes up to \$1,360,820.75 of non-federal funding pursuant to the most recent cost-estimate. The final amount of the project will be determined by competitive bid.

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 grant agreement with the Federal Highways Administration for construction of the Capital Connector project, in which City Council authorizes up to \$1,360,820.75 of non-federal funding pursuant to the most recent cost-estimate. The final amount of the project will be determined by competitive bid.

City Manager Ben Mishoe added that the resolution, in part, recognizes that there is a shortfall in estimated funding for the project. It will allow the City to go forward with the grant application.

Councilmember Hoover asked when the project would likely start. Mishoe replied that the design had been completed, but it was not possible to know the start date. However, the bid will go out as soon as possible.

Councilmember Jenkins confirmed with Mishoe that there is a 15% contingency built into the estimate.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-015 approved.

- g. Bill No. 8066 – A Bill and order determining the necessity for continuance of additional levies for the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, for current general governmental expenses, and providing for submission to the voters within the City of Charleston of the question of a continuance of the additional levy at the primary election to be held on May 12, 2026.

Providing for the continuance of the levy rate, providing for publication of notice of the election to authorize the additional levy; providing for application of the primary election laws to such primary election, authorizing the City Clerk and Kanawha County Clerk to furnish election officials with proper election supplies and make publication of this ordinance, delivery of this ordinance to the Ballot Commissioners and the printing of ballots; providing the form of the official ballot; and providing for the voting precincts and determining those entitled to vote.

WHEREAS, after full information and consideration thereof, the Council of the City of Charleston, West Virginia, is of the opinion and finds that the maximum levies for current expenses for the general fund purposes of said City authorized to be laid by the provisions of Section 14, Chapter 11, Article 8 of the Code of West Virginia, 1931, as amended, will not provide sufficient funds for the four fiscal years which begin, respectively, on the first day of July 2027, 2028, 2029, and 2030, and to cover expenditures properly payable from said funds, including expenditures for the purpose hereinafter set out, and having ascertained that the amounts hereinafter shown, in excess of the amount raised by regular levies, will be needed by the said City of Charleston during each of said four fiscal years for the purpose as follows, and that such levies constitute a continuance of the additional levies heretofore provided for the fiscal years beginning respectively on the first day of July 2027, 2028, 2029, and 2030, and that an election should be held pursuant to the provisions of Section 16 and 17 of Article 8, Chapter 11 of the Code of West Virginia, 1931, as amended; therefore,

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

(1) The purpose for which additional funds are needed by said City for each of the four fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, are current, general governmental expenses.

(2) The amounts considered necessary for each of said purposes for each fiscal year beginning on the date indicated are as follows:

July 1, 2027

To be allocated evenly for the current expenses of the:

Charleston Police Department	\$1,694,049	
Charleston Fire Department	\$1,694,049	
Charleston Parks & Recreation Department	\$1,694,049	
TOTAL EXPENDITURES	\$5,082,147	
Allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes (7.5%)	\$406,724	
TOTAL AMOUNT OF ADDITIONAL LEVY		\$5,488,871

July 1, 2028

To be allocated evenly for the current expenses of the:

Charleston Police Department	\$1,694,049	
Charleston Fire Department	\$1,694,049	
Charleston Parks & Recreation Department	\$1,694,049	
TOTAL EXPENDITURES	\$5,082,147	
Allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes (7.5%)	\$406,724	
TOTAL AMOUNT OF ADDITIONAL LEVY		\$5,488,871

July 1, 2029

To be allocated evenly for the current expenses of the:

Charleston Police Department	\$1,694,049	
Charleston Fire Department	\$1,694,049	
Charleston Parks & Recreation Department	\$1,694,049	
TOTAL EXPENDITURES	\$5,082,147	
Allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes (7.5%)	\$406,724	
TOTAL AMOUNT OF ADDITIONAL LEVY		\$5,488,871

July 1, 2030

To be allocated evenly for the current expenses of the:

Charleston Police Department	\$1,694,049	
Charleston Fire Department	\$1,694,049	
Charleston Parks & Recreation Department	\$1,694,049	
TOTAL EXPENDITURES	\$5,082,147	
Allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes (7.5%)	\$406,724	
TOTAL AMOUNT OF ADDITIONAL LEVY		\$5,488,871

(3) The total amount necessary to carry out the above purposes for the term of the levy, after making reasonable allowance for tax discounts, delinquencies, exonerations, and uncollectable taxes as set forth above is \$20,328,584.

(4) The separate and aggregate assessed valuation in each class of taxable property within the said City of Charleston is as follows:

i. Class I	j. \$	- 0
k. Class II	l. \$	1,508,71
m. Class III	n. \$	- 0-
o. Class IV	p. \$	1,973,71
q. Aggregate	r. \$	3,482,42

(5a) The proposed additional rate of levy in cents per \$100 assessed valuation on each class of property within the said City of Charleston for the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, is as follows:

Class I.....	5.03 cents/\$100
Class II.....	10.06 cents/\$100
Class IV.....	20.12 cents/\$100

(5b) Provided that in the event the separate and aggregate assessed evaluations of each class of taxable property within the City of Charleston increases during the term of the special levy, the levy rate may be adjusted so that the projected gross tax revenue will not exceed 95% of the previous year's projected gross tax revenue. An increase in the aggregate assessed valuation of each class of taxable property due to new construction or improvements to existing real property, including beginning recovery of natural resources and newly acquired personal property shall not be included in calculating the new tax levy for the purposes of this section.

The years which the additional levies shall apply if authorized by the voters, are the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030.

The Council of the City of Charleston declares that it will not issue bonds under the

provisions of Section 16, Article 8, Chapter 11, of the West Virginia Code of 1931, as amended, on approval of the voters of the proposed additional levy.

The Council of the City of Charleston finds that additional levies were heretofore authorized by the voters of the City of Charleston and have been in effect for the fiscal years beginning July 1, 2023, July 1, 2024, July 1, 2025, and July 1, 2026, and that the additional levies proposed by this ordinance constitute as continuation of such additional levies for the fiscal years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030.

The question of such additional levies shall be submitted to the voters within the City of Charleston, West Virginia, at the primary election to be held in said City on the 12th day of May 2026.

Notice of the election to authorize the additional levy shall be given by publication of this ordinance and order at least once each week for two successive weeks, both publications to occur within fourteen (14) consecutive days, next preceding the date of the election, in the Charleston Gazette-Mail, a newspaper of the general circulation published in the City of Charleston, West Virginia.

All provisions of the laws concerning primary elections shall apply so far as they are applicable to the holding of said election and the ascertainment of the results thereof. The City Clerk is hereby authorized and directed to furnish the Clerk of Kanawha County with necessary and proper election supplies, and to do any and all things necessary and proper attendant to said primary election, including but not limited to, the performance of primary election duties imposed by law upon Clerks of the Circuit Courts in relation to primary elections, and shall furnish and deliver a certified copy of this ordinance and order to the Ballot Commissioners of the County of Kanawha, who shall take the same and provide for the printing of ballots, in accordance with the provisions of law, as made and provided, and with the provisions of this ordinance and order.

(12) That portion of the ballot to be used in said election to authorize the additional levy shall be in the form substantially as follows:

h "An Election to authorize the continuation of additional levies for the years beginning July 1, 2027, July 1, 2028, July 1, 2029, and July 1, 2030, for the purpose of providing additional funds annually during such years for current expenses of the Charleston Police, Fire, and Parks & Recreation Departments according to the order and ordinance of the Council of the City of Charleston passed and adopted at its meeting on the 20th day of January 2026."

"The additional levies shall be on Class I property 5.03 cents; and on Class II property 10.06 cents; and on Class IV property 20.12 cents; all per \$100 assessed valuation."

"Provided that in the event the separate and aggregate assessed valuations of each class of taxable property within the City of Charleston increases during the term of the special levy, the levy rate may be adjusted so that the projected gross tax will not exceed 95% of the previous year's projected gross tax revenue. An increase in the aggregate assessed valuation of each class of taxable property due to new construction or improvements to existing real property, including beginning recovery of natural resources, and newly acquired personal property shall not be included in calculating the new tax levy for purposes of this section."

"INSTRUCTION TO THE VOTER: Those favoring and wish to vote for the proposed continuance of additional levies shall darken the oval completely next to "FOR THE LEVIES", those opposing and wish to vote against the proposed continuance of additional levies shall darken the oval completely before "AGAINST THE LEVIES."

FOR THE LEVIES

AGAINST THE LEVIES

(13) The voting precincts within the City of Charleston as now existing and as established by the County Commission of Kanawha County, West Virginia, shall be, and the same are hereby designated as the voting precincts for such election and the registration of voters and the use of registration law of the State, and the City of Charleston hereby adopts the registration list of Kanawha County as to precincts and as to persons within the limits of the City of Charleston entitled to vote, as amended and corrected according to law as the official registration list of said City of Charleston to be used as such election on the said 12th day of May, 2026, and all persons who would be qualified to vote in the primary election shall be qualified to vote for or against said additional levies in said election.

(14) After completion of the canvass of the results of said election, the Council of the City of Charleston shall convene at its regular meeting to be held in Council Chambers of the City Hall in said City at 7:00 p.m. on the 1st day of June, 2026, to certify the returns of said election, as required by law.

City Manager Ben Mishoe added that the bill authorizes the continuance of the excess levy on the Primary ballot. The rate has not changed and is below the maximum. The revenue from the funds will go to police, fire and parks and recreation.

Councilmember Taylor moved to approve the Bill. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8066 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.