



# CITY OF CHARLESTON West Virginia



Council Member – 12<sup>th</sup> 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, February 2, 2026**  
**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 1-20-2026

**II. RESOLUTIONS:**

- a. Resolution No. 26-016 - Authorizing approval of Amendment No. 6 of the FY 2025-2026 General Fund Budget.
- b. Resolution No. 26-017 - Authorizing the Mayor or City Manager to approve and execute multiple Change Orders relating to the Charleston Fire Department station renovation project.
- c. Resolution No. 26-018 - Authorizing the Mayor or City Manager to enter into a contract with WHP Training Towers for the purchase, delivery, and installation of a new training apparatus for Charleston Fire Department.
- d. Resolution No. 26-019 - Authorizing the Mayor or City Manager to enter into a contract with Crayon Software Experts, LLC for the purchase of Microsoft Enterprise Mobility and Security licensing for the City's existing Microsoft 365 accounts.

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

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 12<sup>th</sup> 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 20<sup>th</sup> 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 12<sup>th</sup> 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 1<sup>st</sup> 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.

Resolution No. 26-016

Introduced in Council:

Adopted by Council:

February 2, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-016 - Authorizing approval of Amendment No. 6 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. 6 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. 06 - February 2, 2026

Revenues and Fund Balances							Current	Increase/	Amended
Account No.	Department		Account Description			Amount	(Decrease)	Amount	
1001 00 00000 000 000 329900	Fund Balance		Unassigned Fund Balance			1,489,500	225,000	1,714,500	
<b>Net Increase/(Decrease) to Revenues</b>								225,000	
Expenditures							Current	Increase/	Amended
Account No.	Department		Account Description			Amount	(Decrease)	Amount	
1001 30 75000 000 000 534180	Street Department		Snow Removal Materials			400,000	225,000	625,000	
<b>Net Increase/(Decrease) to Expenditures</b>								225,000	
<b>Description:</b>									
Unassigned Fund Balance - To allocate from the unassigned balance for the purchase of additional road salt.									

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

Resolution No. 26-017

Introduced in Council:

Adopted by Council:

February 2, 2026

\_\_\_\_\_

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-017 - Authorizing the Mayor or City Manager to approve and execute  
2 multiple Change Orders collectively referred to as Change Order No. 1, relating to the  
3 Charleston Fire Department station renovation project in the total amount of \$50,762.74 to  
4 address two owner-requested changes and other changes due to unforeseen conditions  
5 discovered during the course of the project.

6

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

8

9 That the Mayor or City Manager is authorized to approve and execute Change Order No. 1  
10 relating to the Charleston Fire Department station renovation project in the total amount of  
11 \$50,762.74 to address two owner-requested changes and other changes due to unforeseen  
12 conditions discovered during the course of the project. The pricing details related to Change  
13 Order No. 1 are indicated in Exhibit A. The new total contract price approved is \$4,250,762.74.

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO1	\$17,310.25	4	Replace rotten wood; corrected electrical room ceiling; fill old sewer line under addition	Approved	Completed
CO2	\$0.00	4 & 2	Add 14 days due to asbestos delay	Approved	Completed
CO3.1	\$24,290.84	4	Gas leaking at Station 4 - internal lines need replaced	Pending Council	Pending
CO4	\$5,454.59	4	Owner-requested cleaning and painting apparatus bay at Station 4	Pending Council	Pending
CO5	\$2,259.26	2	Owner-requested change to design of study room	Approved	Completed
CO6	\$1,447.80	4	Relocation of shower wall; replace rotten shower wall material	Approved	Completed
Total	\$50,762.74				

To: Thrasher Group  
 Project: Charleston Fire Station Renovations  
 Date: January 26, 2026  
 COR 03.1 - Gas Piping

**PERSINGER & ASSOCIATES**  
 GENERAL CONTRACTOR

ITEM	DESCRIPTION	QTY	UM	PRICE	TOTAL	NOTES
1	CFD #4 - interior gas piping					scope of work for full gas line replacement inside building
	demolition, floor cutting, and sleeves	1	LS	\$ 600.00	\$ 600.00	(8 hours at \$75 per hour)
	plumber gas line replacement	1	LS	\$ 17,500.00	\$ 17,500.00	Mountaineer Gas shut off gas service to the building and will not turn back on due to the quantity of gas leaks inside the building
2	CFD #4 - sanitary piping					
	plumber new sanitary piping	1	LS	\$ 2,264.00	\$ 2,264.00	scope of work per RFI 19
3	CFD #4 - vinyl window	1	LS	\$ 600.00	\$ 600.00	labor to install existing window in A/C hole for room 310
4	CFD #4 - porch column foundation	1	LS	\$ 2,316.00	\$ 2,316.00	scope of work per RFI 32 new sonotube & grade beam
5	CFD #4 - trench drain credit	1	LS	\$ (2,000.00)	\$ (2,000.00)	
	Self Performed Work	1		\$ 1,516.00	\$ 1,516.00	
	Subcontracted Work	1		\$ 19,764.00	\$ 19,764.00	
	Work Total	1		\$ 21,280.00	\$ 21,280.00	
	Soft Costs					
	Performance & Payment Bond	1	1.6%	\$ 21,280.00	\$ 351.12	
	B&O Tax	1	2%	\$ 21,280.00	\$ 425.60	
	Insurances	1	2%	\$ 21,280.00	\$ 425.60	
	Overhead & Profit for Self Performed Work	1	15%	\$ 1,516.00	\$ 227.40	
	Overhead & Profit for Subcontracted Work	1	8%	\$ 19,764.00	\$ 1,581.12	
	Schedule					Add 9 days
<b>TOTAL</b>					<b>\$ 24,290.84</b>	



# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
 Charleston Fire Department Stations 1, 2,  
 4, 5 & 8 Renovations

**CONTRACT INFORMATION:**  
 Contract For:  
 Date: 10-20-2025

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 001  
 Date: 01-20-2026

**OWNER:** *(Name and address)*  
 City of Charleston  
 501 Virginia Street, East  
 Charleston, WV 25301

**ARCHITECT:** *(Name and address)*  
 The Thrasher Group, Inc  
 P.O. Box 940 600 White Oaks Blvd.  
 Bridgeport, WV 26330

**CONTRACTOR:** *(Name and address)*  
 Persinger & Associates, Inc.  
 1509 Hansford Street  
 Charleston, WV 25311

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*


- COR 1.1 - Demolition ADD \$17,310.15 - ADD 4 DAYS
- COR 2 - Asbestos ADD 14 DAYS
- COR 5 - Study Room ADD \$2,259.26
- COR 6 - Shower Wall ADD \$1,447.80

The original was	\$ 4,200,000.00
The net change by previously authorized Change Orders	\$ 0.00
The prior to this Change Order was	\$ 4,200,000.00
The will be increased by this Change Order in the amount of	\$ 21,017.21
The new including this Change Order will be	\$ 4,221,017.21

The Contract Time will be increased by Eighteen (18) days.  
 The new date of Substantial Completion will be 11-02-2026

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.


**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Signed by:  
  
 0C5F052DF603488...  
**ARCHITECT** *(Signature)*

BY: . Philip M Freeman, AIA, NCARB  
*(Printed name, title, and license number if required)*

1/21/2026


Date

Signed by:  
  
 2031465D7ADA46C...  
**CONTRACTOR** *(Signature)*

BY: . Will Bowman - Vice President  
*(Printed name and title)*

1/22/2026

Date

Signed by:  
  
 0DF7A387AF85440...  
**OWNER** *(Signature)*

BY: . Ben Mishoe - City Manager  
*(Printed name and title)*

1/20/2026

Date







To: Thrasher Group  
 Project: Charleston Fire Station Renovations  
 Date: December 12, 2025  
 COR 06 - Shower Wall

**PERSINGER & ASSOCIATES**  
 GENERAL CONTRACTOR

ITEM	DESCRIPTION	QTY	UM	PRICE	TOTAL	NOTES
1	CFD #2 - move shower wall					scope of work per RFI 37
	fur exterior wall and move dividing wall	1	LS	\$ 600.00	\$ 600.00	(8 hours at \$75 per hour)
2	CFD #2 - rotten metal walls					scope of work per RFI 39
	demilition and metal stud alteration	1	LS	\$ 600.00	\$ 600.00	(8 hours at \$75 per hour)
	Self Performed Work	1		\$ 1,200.00	\$ 1,200.00	
	Subcontracted Work	1		\$ -	\$ -	
	Work Total	1		\$ 1,200.00	\$ 1,200.00	
	Soft Costs					
	Performance & Payment Bond	1	1.6%	\$ 1,200.00	\$ 19.80	
	B&O Tax	1	2%	\$ 1,200.00	\$ 24.00	
	Insurances	1	2%	\$ 1,200.00	\$ 24.00	
	Overhead & Profit for Self Performed Work	1	15%	\$ 1,200.00	\$ 180.00	
	Overhead & Profit for Subcontracted Work	1	8%	\$ -	\$ -	
	Schedule					Add 0 days
<b>TOTAL</b>					<b>\$ 1,447.80</b>	

APPROVED BY  
  
 CITY MANAGER  
 1-15-2026

Resolution No. 26-018

Introduced in Council:

Adopted by Council:

February 2, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-018 – Authorizing the Mayor or City Manager to enter into a contract with  
2 WHP Training Towers for the purchase, delivery, and installation of a new training apparatus for  
3 Charleston Fire Department in an amount not to exceed \$425,388.54 pursuant to a  
4 competitively sourced contract.

5

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

7

8 That the Mayor or City Manager is authorized to enter into a contract with WHP Training  
9 Towers for the purchase, delivery, and installation of a new training apparatus for Charleston  
10 Fire Department in an amount not to exceed \$425,388.54 pursuant to a competitively sourced  
11 contract.

WHP Trainingtowers™  
 519 Duck Road  
 Grandview, MO 64030  
 Phone: (800) 351-2525  
 Prepared by: Clint Brown  
[clintb@trainingtowers.com](mailto:clintb@trainingtowers.com)

## SOURCEWELL PROPOSAL

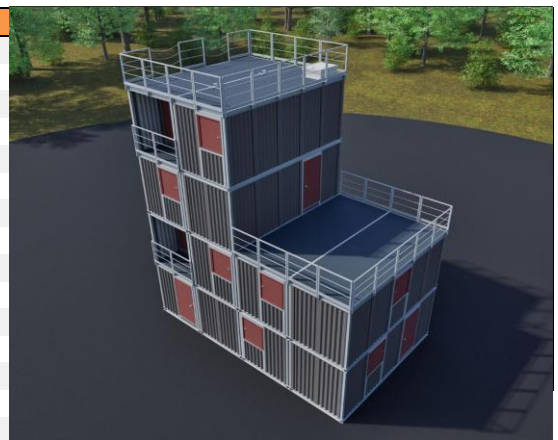
DATE:	1/15/2026
QUOTE #	Q-CB26013
Project Name:	Charleston
Valid Until:	2/14/2026

### Customer

Phil Shaffer, Fire Training - Safety Officer  
 Charleston Fire Department  
 115 Lee Street West  
 Charleston, WV 25302  
 304-444-4288  
[philip.shaffer@charlestonfire.com](mailto:philip.shaffer@charlestonfire.com)

We are pleased to provide you with the following proposal utilizing our Sourcwell contract number 011822-JHK and the City of Charleston's Sourcwell contract number 2150 for a Custom MODx WHP training simulator.

Description	Units
8'x20' Modules	12
Plate Steel Doors	6
Plate Steel Shutters	10
Flat 3-Line Roof Railing	140 LF
4-Story Interior Intermittent IBC Stair	1
Interior Wall	34 LF
2630 Roof Hatch with 8' Straight Ladder Leading up to it	1
Foundation Design	1
Rappelling Anchors	4
Inset Balconies	2



Engineer's Stamp from a WV Licensed Engineer

### TERMS AND CONDITIONS

1. Please review "Attachment A - Terms and Conditions"
  2. A 25% deposit is due upon order
  3. Please email the signed price quote to the address below
- Customer Acceptance (sign below):*

x \_\_\_\_\_  
 Print Name:

Pricing	
Base Module Materials:	\$215,550.90
Additional Materials:	\$92,643.00
Freight:	\$35,614.55
Set-up Fee:	\$53,479.30
Foundation Installation:	\$28,100.79
<b>Base Total:</b>	<b>\$425,388.54</b>

If you have any questions about this price quote, please contact  
[info@trainingtowers.com](mailto:info@trainingtowers.com)

**Thank You For Your Business!**

### Design Criteria

1. Live Loads (a) Roof: 50 psf (b) Floor: 50 psf
  2. Wind Loads\*\*- (a) Speed: 90 mph (b) Exposure: C
  3. Seismic Loads\*\*- (a) Coefficient Ss [max]: 55 (b) Coefficient S1 [max]: 13
  4. Importance Factor - I
- \*\*Based on IBC 2022 for a central USA location (pricing does not include site specific design criteria)

#### SCHEDULE

Delivery approximately 6-8 months after receipt of order. Installation time varies depending on final design and options.

#### EXCLUSIONS

We exclude from our proposal: Prevailing wages, bonds, taxes, permits, special insurance requirements if any, and general condition items.

#### Terms & Conditions

The parties (WHP Training Towers and Customer as indicated on this Proposal) agree that supply chain issues, beyond our control, may impact both the timing of performance of the Work and costs of the Work. Performance will be excused, and the parties will not be liable for any failure to perform under this Agreement, when we are unable, despite reasonable and diligent efforts to do so, to obtain raw materials or equipment or supplies on commercially reasonable terms. The price for the Work in this Proposal is based on current materials or supply prices, but the market for the materials and equipment is currently considered to be volatile, and sudden price increases could occur which arise from tariffs or otherwise. As such, should there be an increase in the prices of specified materials that are purchased *after execution of contract* for use in this Project, the Customer agrees to pay that cost increase to WHP Training Towers.

#### PAYMENT TERMS

A 25% materials deposit is due upon order. 25% of materials due upon approval of design drawings. Balance of materials due upon delivery. Labor will be billed monthly. All pricing is in US Dollars and is valid for 30 days. Net 30. Invoices not in dispute over 30 days will be assessed 1 ½ % per month on balances in excess of 30 days.

Resolution No. 26-019

Introduced in Council:

Adopted by Council:

February 2, 2026

Introduced by:

Referred to:

Benjamin Mishoe

Finance

1 Resolution No. 26-019 – Authorizing the Mayor or City Manager to enter into a contract with  
2 Crayon Software Experts, LLC for the purchase of Microsoft Enterprise Mobility and Security  
3 (“EMS”) licensing for the City’s existing Microsoft 365 accounts in the amount of \$27,800.50 for  
4 the remainder of fiscal year 2026, and \$66,722.50 for all of fiscal year 2027, pursuant to a  
5 competitively bid statewide contract (LAR24).  
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 a contract with Crayon Software  
10 Experts, LLC for the purchase of Microsoft Enterprise Mobility and Security (“EMS”) licensing for  
11 the City’s existing Microsoft 365 accounts in the amount of \$27,800.50 for the remainder of  
12 fiscal year 2026, and \$66,722.50 for all of fiscal year 2027, pursuant to a competitively bid  
13 statewide contract (LAR24).

# Quote

**Invoice address**

City of Charleston  
 501 Virginia St. East  
 Charleston, West Virginia 25301  
 United States of America

**Customer contact**

Larry Vernati  
 304-348-8048  
 larry.vernati@cityofcharleston.org

**Delivery address**

City of Charleston  
 501 Virginia St. East  
 Charleston, West Virginia 25301  
 United States of America

**Quote date**

01-09-2026

**Quote number**

3909225898

**Customer account**

19372

**Customer sales tax number**

55-60000160

**Customer payment term**

30 days net

**Customer reference**

49384478 - EMS G3 Qty 650

**Expiration date**

02-01-2026

**Account manager**

Marie Hopkins  
 marie.hopkins@crayon.com  
 +1 720 598 1561

**Crayon contact**

Greg Landry  
 469-329-0290  
 sled.us@crayon.com

	Publisher SKU	Description	Quantity	Unit price	Sales tax %	Sales tax	Amount
1.	AAD-32907	EMS G3 GCC ALng Sub Per User <i><b>Publisher:</b> Microsoft, <b>Program:</b> Enterprise GCC, <b>License agreement type:</b> Government, <b>Country:</b> United States of America, <b>Start date:</b> 01-09-2026, <b>End date:</b> 06-30-2026, <b>Additional info:</b> Year 2 - 5 Months,</i>	650.00	42.77 USD	-		27,800.50 USD
2.	AAD-32907	EMS G3 GCC ALng Sub Per User <i><b>Publisher:</b> Microsoft, <b>Program:</b> Enterprise GCC, <b>License agreement type:</b> Government, <b>Country:</b> United States of America, <b>Start date:</b> 07-01-2026, <b>End date:</b> 06-30-2027, <b>Additional info:</b> Year 3 - 12 Months,</i>	650.00	102.65 USD	-		66,722.50 USD

**Crayon Software Experts, LLC**

12221 Merit Drive Suite 1400  
 Dallas, Texas 75251  
 United States of America

**Phone:**

469-329-0290

**Email:**

sled.us@crayon.com

**Business ID:**

47-2237420

**Sales tax ID:**

**Public Sector General Terms & Conditions**

\*\* All items included in this RFQ are new, unused, not refurbished, with original manufacturer warranty.\*\*

\*\* Pass-Through Warranty and Other Rights.\*\*

As a reseller, end-user warranties and liabilities (with respect to any third-party software products provided by Crayon Software Experts) shall be provided as a pass-through from the manufacturer of such products.

All software products are subject to the license agreement of the applicable software supplier, as provided with the software packaging or in the software at time of shipment

1. Pricing and availability on quotes subject to change without notice.
2. This is preliminary Sales tax, final Sales tax & delivery charges will be calculated on the invoice.
3. Errors & Omissions Excluded.
4. Changes to a quote are subject to written acceptance by Crayon Software Experts.

Date(s)	Signature(s)	Name(s) (print)	Title(s)	Customer PO Number
			<b>Net amount:</b>	94,523.00 USD
			<b>Total estimated sales tax:</b>	- USD
			<b>Quote amount:</b>	94,523.00 USD

**Crayon Software Experts, LLC**  
 12221 Merit Drive Suite 1400  
 Dallas, Texas 75251  
 United States of America

**Phone:** 469-329-0290  
**Email:** sled.us@crayon.com

**Business ID:** 47-2237420  
**Sales tax ID:**